

ANNEX II

Progress Report

T E M P U S

Joint European Project/Networking Project

Part I: Activity Progress Report (*all reports*)

Part II: Budget Statement

Part II. a. : General Budget Statement (*all reports*)

Part II. b. : Postponed/Overlapping/Cancelled activities (*2nd & 3rd reports only*)

Part II. c. : Analytical Budget Statement (*2nd, 3rd, Last Reports only*)

Part III: Transfer Request and Declaration of Continuation (*1st & 2nd reports only*)

UM_JEP-16015-2001

(Project contract n°)

**The Progress Report is to be returned in FOUR copies by registered mail by
(date as per postmark):**

For 2-year projects*	For 3-year projects*
<input type="checkbox"/> 30/07/2002 (1 st report) <input checked="" type="checkbox"/> 15/05/2003 (2 nd report) <input type="checkbox"/> 15/05/2004 (Last report)	<input type="checkbox"/> 30/07/2002 (1 st report) <input type="checkbox"/> 15/05/2003 (2 nd report) <input type="checkbox"/> 15/05/2004 (3 rd report) <input type="checkbox"/> 15/05/2005 (Last report)

* Please indicate which report you are submitting with a "X" in the relevant box

The ORIGINAL copy (with the original signatures) and THREE copies (of which TWO with the supporting documents)

Mr Martin Westlake
Head of Unit, Tempus – Cooperation with the USA & Canada
Office B7/8/49
Directorate-General for Education and Culture
European Commission
B – 1049 Brussels (Belgium)

UM_JEP-16015-2001

Contract n°

DECLARATION

This declaration should be completed and signed by the following people:

1. the Coordinator of the Joint European/Networking Project;
2. the person who is legally authorised to represent the Coordinating Institution;
3. the Contractor of the Joint European Project/Networking Project;
4. the person who is legally authorised to represent the Contracting Institution.

We, the undersigned, certify that we have submitted all the documentation that is required of us, including the documents listed in the checklist.

Furthermore, we certify that the information given in this Progress Report is correct to the best of our knowledge.

We are aware that amendments will not be accepted after the date of submission.

Name of the Coordinating Institution: **University of Zagreb**

Name of the Coordinator: **Prof. Helena Jasna Mencer** Name of the Legal Representative: **Prof. Helena Jasna Mencer**

Function: **Rector**

Function: **Rector**

Done at: **Zagreb**

Done at: **Zagreb**

Date: **May 7, 2003**

Date: **May 7, 2003**

Signature:

Signature:

Seal of the Coordinating Institution:

Name of the Contracting Institution: **Technische Universität Wien**

Name of the Contractor: **Dr. Franz Reichl**

Name of the Legal Representative: **Prof. Peter Skalicky**

Function: **Director of University Extension Centre**

Function: **Rector**

Done at: **Vienna**

Done at: **Vienna**

Date: **May 12, 2003**

Date: **May 12, 2003**

Signature:

Signature:

Seal of the Contracting Institution:

Part I: ACTIVITY PROGRESS REPORT

1st REPORT ONLY

PROPOSED RECOMMENDATIONS AND ISSUES FOR CLARIFICATION

If you have received a letter of “**Proposed Recommendations and Issues for Clarification**” from the Commission subsequent to the signature and approval of your contract, we ask you to provide a response in this section to the points raised and to indicate clearly what action/s will be taken to ensure that improvements are made.

SHORT DESCRIPTION ON START UP ACTIVITIES

Please provide a **short free text narrative description of the activities** that have taken place in the first 4 months of the project including, if relevant, any deviations from the original plans. Please provide also an appreciation of the methodology chosen for the project management and the cooperation to date.

2ND, 3RD AND LAST REPORTS ONLY

DESCRIPTION ON THE PROGRESS OF YOUR PROJECT

Please provide a **free text narrative description of a maximum of four pages on the progress of your project** by providing information on the following points.

OVERALL ACHIEVEMENT LEVEL

- The activities of the project performed in the period of concern followed the proposal. Moreover some additional work has been done as described in the contributions.
- A number of academic staff, which is acquainted today with the project topic, is higher than at the beginning. Some papers are available to be distributed to the other staff, which was not directly involved in project activities. The Workshop II has not been organised yet, as it has been proposed, because of the delay of the project's start and because of the difficulties in the adjustment of mobilities.
- We have visited eight different institutions (5 universities, 2 higher education councils and an agency). We appreciate very much the level, support and involvement of all of our consortium's partner (evaluation grade – excellent) from academic and institutional point of view.
- The major factor influencing the project achievement is the high competence of the institutions we have worked with.
- The benchmarking which has been done during the project activities on the all topics (organisation, structure, evaluation method, etc.) shows that the higher education systems are very different and that every particular country has its own way of functioning, methodology and methods of development.
- ENQA network is the new experience! Unfortunately, all the other consortium members participated in SOCRATES and ERASMUS, but Croatia has been expelled from this projects yet.
- We have not been in contact with any other Tempus project yet.

PROJECT MANAGEMENT

- Project coordinator and all the academic staff involved are scientists, therefore comparative study, analysis and synthesis of acquired knowledge are the methods.
- As to the topics, this project is very comprehensive. The number of consortium member is high (14). Day-to-day management is therefore time consuming for the coordinator and for the supporting and involving persons. The planned activities and real performance are enhanced in accordance with the appeared need.
- The coordinating institution (University of Zagreb) has been involved in higher percentage in the management of the project than the other Croatian universities, in particular because the coordinator has taken the managerial responsibility of the National Council and the Ministry as Croatian consortium members as well.
- The inter-project activities will be monitored and evaluated.

ADMINISTRATIVE MANAGEMENT

- The administrative management of the project was handled by coworkers in the Central University Office (Rectorate of the University of Zagreb which also includes Accounting Department).
- The project is institution building project and the Rectorate is the supporting office, thus all the administrative support has been given by the Rectorate.

- There were several clashes concerning: e.g. students involvement, daily allowance, but all were positively solved.
- The Accounting Department of the University of Zagreb has monitored the cash income and outgo.

Dissemination of results

- Printed materials were distributed to the relevant places. Special committees were established to disseminate the results. Open discussions were organised.

Mobility, staff development and training of teachers/trainers:

- Academic mobility and one student mobility (which created a problem) were the major activity within the project, sharing experience by all sides involved during the committee meetings, discussions, etc.
- According to the previously recognised interest, academic staff was selected.

TABLE ON PLANNED / ACHIEVED OUTCOMES

You are requested to fill one Table per objective as for your application

PROJECT OBJECTIVE (N°...) <ul style="list-style-type: none"> • Development and implementation of a quality assurance system at Croatian universities • Development of a materials on quality assurance system and quality management in higher education in Croatia. 		INDICATORS OF PROGRESS/ACHIEVEMENT <ul style="list-style-type: none"> • Changed legal framework for higher education • Changed organisational structures in quality management of higher education • Higher involvement of Croatian universities in international programmes • Staff and graduates with expertise corresponding to the actual requirements of the market and society • Official documents regarding adoption of the quality assurance system 		
PLANNED OUTCOMES (N°...) <ol style="list-style-type: none"> 1. Staff informed and trained in the area of quality assurance system in higher education 2. Developed and tested initial version of the quality assurance system 5. Updated technical infrastructure 6. Management of the project 		ACHIEVED OUTCOMES (for 1st reports, this information should only be provided if relevant) <ol style="list-style-type: none"> 1. Staff informed and trained in the area of quality assurance system in higher education 2. Developed and tested initial version of the quality assurance system (2.1., 2.2., 2.4.) 5. Updated technical infrastructure 6. Management of the project 		
ACTIVITIES TO BE CARRIED OUT				
Duration (from-to)	Participating institutions (country code+ ref. N°)	Place of activity	Activity to be carried out	Changes Y*/N
April 2002 – April 2003	1-14 (HR A B D E I SF)	HR, EU	1.1. Study and analyses of existing quality assurance systems in higher education	Y*
Sept. 2002 – April 2003	1, 3, 4, 5 (HR)	HR	1.2. Purchase of expert literature	Y*
July 2002 – April 2003	1-14 (HR A B D E I SF)	HR, EU	1.3. Preparation of a study on quality assurance systems in higher education	Y*
June 2002	1, 3, 4, 5 (HR)	HR	2.1. Organisation of the meetings I of the working groups	Y*
Oct. 2002	1-14 (HR A B D E I SF)	HR	2.2. Organisation of the workshop I “European Experience with Quality Assurance System(s) in Higher Education”.	N
Nov. 2002 – April 2003	1-14 (HR A B D E I SF)	HR, EU	2.4. Development of the initial version of the quality assurance system	N
Sept. 2002 – April 2003	No:1-14 (HR A B D E I SF)	HR	5.1. Selection, purchase and installation of office equipment	N
July & Oct. 2002	1-14 (HR A B D E I SF)	EU, HR	6.1. Co-ordination meetings	Y*
Sept. 2002 – April 2003	1-14 (HR A B D E I SF)	HR	6.2. Purchase of telecommunication equipment	Y*
April 2002 – April 2003	1-14 (HR A B D E I SF)	HR, EU	6.3. Overall project management and administration	Y*
	1, 3, 4, 5 (HR)			N
	1-14 (HR A B D E I SF)			

*** DEVIATIONS FROM ORIGINAL APPLICATION / PREVIOUS, APPROVED PROGRESS REPORT**

(Please explain any deviation/s in activities indicated above during the reporting period)

There have been made some slight changes in the timetable of project activities resulting from the later start of the project.

The Workshop II in Zagreb has not been organised yet, as it has been proposed, because of the delay of the project's start and because of the difficulties in the adjustment of mobilities.

Please use additional sheets following this model for each of the project objectives

MOBILITY TABLES**PLANNED versus ACHIEVED MOBILITY** (in your 1st Progress report, only planned mobilities should be indicated)*Staff*

East-West		West-East		East-East (regional jep)		West-West		Travel within the same country	
Total no. of people	Total no. of weeks	Total no. of people	Total no. of weeks	Total no. of people	Total no. of weeks	Total no. of people	Total no. of weeks	Total no. of people	Total no. of weeks
48,00	33,86	24,00	11,86			7,00	2,00	45,00	80,00
48,00	33,14	6,00	3,29			6,00	2,71	20*	40*
0,00	0,72	18,00	8,57	0,00	0,00	1,00	-0,71	15,00	40,00

BALANCE + / -

*estimation

Students (in Curriculum Development or Mobility JEPs only)

East-West		West-East	
Total no. of people	Total no. of months	Total no. of people	Total no. of months
PLANNED			
ACHIEVED			
BALANCE + / -			

PROJECT TIMETABLE ON PLANNED OUTCOMES AND ACTIVITIES

Please fill in the columns in the following way: the **1st column** with the reference number of the Outcome to which the activity refers (see Table on Planned Outcomes). The **2nd column** with the activity planned to achieve the Outcome indicated in the first; the **3rd-14th columns** with a cross (X) representing each week of activity when the action will be carried out in the EU countries and with "O" when it is carried out in the partner countries. Please consider a max. of 4 weeks (XXXX or OOOO) for each column. X=1 week in EU O=1 week in partner country

Outcome planned Ref. N	Activity planned	1° month	2° month	3° month	4° month	5° month	6° month	7° month	8° month	9° month	10° month	11° month	12° month
1	1.1. Study and analyses of existing quality assurance systems in higher education			OO	O	O	OX	OOX	OX				
1	1.2. Purchase of expert literature		O	O			O						
2	2.3 Organisation of the workshop II "Development and Implementation of Quality Assurance System(s) in Higher Education"			O									
2	2.4. Development of the initial version of the Quality Assurance System			OOX			OX	O	OO	O			
3	3.1. Organisation of the meeting II of the working groups							O					
3	3.2. Organisation of the workshop III "New Approach to Quality Assurance in Higher Education "								O				
3	3.3. Development of the target version of the quality assurance system							OX	OX	OX	OX	OX	

Part II: BUDGET STATEMENT**Part II. a. General Budget Statement****Overview of Expenditure and Budget Plan (to be completed for all reports)**

! ATTENTION ! : Different reporting according to deadline

- **1st Progress Report: Only column A**
- 2nd and 3rd Progress Report: Columns A to F and Annexes II/9-17 on the following pages
- Last Progress Report: Columns A, B and C and Annexes II/9-17 on the following pages

	A Distribution of grant awarded (1 st year or previous contract year)	B Expenditure	C Unspent (A-B)	D Transfer	E Distribution of Annual grant awarded (next contract year)	F Requested distribution of total Annual grant (D+E)
I	STAFF COSTS	33.784,79	6.915,21	6.915,21	33.100,00	40.000,00
II	EQUIPMENT	20.797,29	11.102,71	11.102,71	26.600,00	40.000,00
III	PRINTING / PUBLISHING	2.416,55	483,45	483,45	3.000,00	4.500,00
IV	OTHER COSTS					
IV.1	Dissemination					
IV.2	Exchange losses					
IV.3	Others	1.585,59	1.319,41	1.319,41	3.340,00	3.500,00
V	OVERHEADS	4.027,49	52,51	52,51	2.775,00	2.800,00
VI	TRAVEL and STAY COSTS					
VI.1	Staff	56.223,64	25.566,36	25.566,36	63.625,00	87.079,65
VI.2	Students (if in the contract)					
	OVERALL TOTAL	118.835,35	45.439,65	45.439,65	132.440,00	177.879,65
	Exchange profits					
	Bank interests					
	TOTAL	164.275,00	45.439,65	45.439,65		

Part II. b. : POSTPONED/OVERLAPPING/CANCELLED ACTIVITIES (to be completed for 2nd & 3rd reports only)**Table on cancelled activities and/or activities transferred between subsequent CONTRACTUAL years**

A **POSTPONED** activity is an action that was foreseen in the contractual year but that for various reasons will be implemented in the subsequent contractual year.

An **OVERLAPPING** activity is an action that began in the contractual year, but will be completed during the subsequent contractual year.

A **CANCELLED** activity is an action that should have been implemented in the contractual year, but that has not been carried out in that year and will not take place at all

Please note, that activities and expenditures for the contractual period can only be postponed (including overlapping activities) with the prior approval of the Commission (cf. art. 4.3 of the Contract) and Part IV of the Progress Report.

In the table below you should:

- a) give a brief description of **activities transferred** to the following contractual year and **activities cancelled** in the previous contractual year
- b) tick the appropriate column in relation to each of the activities
- c) give the **reasons** why these changes occur
- d) indicate the **amount to be transferred** to the following contractual year

OUTCOMES/ACTIVITIES (TITLE AND REF. N°)	OVERLAPPING	POSTPONED	CANCELLED	REASONS	AMOUNT UNSPENT ¹	AMOUNT TRANSFERRED ¹
Purchase of equipment	X			Administrative procedure required by the Croatian Ministry of Science and Technology and by the Ministry of Finance (VAT exemption approval)	11.102,71	11.102,71
Staff costs (academic and administrative)	X			Approval procedure of Conventions by the Contractor	6.915,21	6.915,21
Workshop II in Zagreb “Development and Implementation of Quality Assurance System(s) in Higher Education ”		X		The Workshop II in Zagreb has not been organised yet because of the delay of the project's start and because of the difficulties in the adjustment of mobilities.	10.630,00	10.630,00
TOTAL					28.647,92	28.647,92

Date(s) of authorisation letter(s) from the Commission for any changes.....*Please use additional sheets if needed.*

¹ The amounts indicated in this column should correspond to the amounts indicated in the General Budget Statement, Annex III/7 respectively under the column C “Unspent” & D “Transfer”.

II. EQUIPMENT *

No. to be copied on support Doc. *	Nature	Type and specifications	Beneficiary Institution (+ country code)	Origin of equipment (country code)	Equipment costs (in EURO) (excl. V.A.T. & Taxes)	Transport and installation costs (in EURO) (excl. V.A.T. & Taxes)	Maintenance and Insurance costs (in EURO) (excl. V.A.T. & Taxes)	V.A.T and Taxes**(in EURO)	Paid from Tempus (in EURO)	Paid from other sources (in EURO)
1	1 notebook	Gericom Masterpiece 15.1	University of Zagreb, HRV	Austria	1645,00				1645,00	
2	1 printer	CANON BJC-85	University of Zagreb, HRV	Spain	243,00				243,00	
3	4 computers with monitors	P4 2.4/CDRW/40/17" LCD	University of Zagreb, HRV	Ireland	4692,00				4692,00	
4	1 printer	HP LaserJet 2200DTN	University of Zagreb, HRV	Spain	1462,00				1462,00	
5	1 printer	HP Color InkJet CP1700	University of Zagreb, HRV	Spain	534,00				534,00	
6	optical reader	Fujitsu M4097D, ADR 100, A3, Duplex	University of Zagreb, HRV	Japan	7780,00				7780,00	
7	2 computers with monitors	Dell dimmension 2350, P4 2.4 / 15" TFT	University of Rijeka, HRV	Ireland	2332,00				2332,00	
8	1 printer	HP DeskJet 3820	University of Rijeka, HRV	Germany	90,00				90,00	
9	1 fax machine	Canon L-290	University of Rijeka, HRV	Netherlands	468,00				468,00	
10	Literature		University of Zagreb, HRV		1189,85				1189,85	

* Please do not forget to include readable copies of all invoices, certificates or origin and offers for tender if applicable (see Guidelines for the Use of the Grant Annexes I/8 and I/9).

* In case of invoices issued in a currency different from EURO, please indicate on the invoices the EURO equivalent amount.

** Ineligible under Tempus

Part II : Budget Statement

11	Literature (McGraw Hill)	J.J.Strossmay er University of Osijek, HRV	184,41			184,41		
12	Literature (Littlehampton Book Services)	J.J.Strossmay er University of Osijek, HRV	177,03			177,03		
TOTAL EQUIPMENT							20797,29	

III. PRINTING & PUBLISHING* (EXCLUDING ADMINISTRATIVE AND ACADEMIC STAFF COSTS)

Progressive Number to be copied on supporting Doc.*	Type of expenditure	Purpose	Institution providing the service	Beneficiary Institution	Paid from Tempus (in EURO)	Paid from other sources (in EURO)
1	Guide for Freshmen (Vodic za buduće studente 2003/2004)	support of recruitment and enrolment policy of University of Zagreb as well as of its integration policy	Sveučilisna tiskarna	University of Zagreb	1892,57	
2	Printing costs - project materials	materials for the workshop in Split	University of Rijeka	University of Rijeka	143,98	
3	Printing of project materials	materials for project partners (contract, progress reports, materials for Steering Committee meetings), documentation for the Commission	University Extension Centre	Vienna University of Technology	380,00	
TOTAL PRINTING & PUBLISHING					2416,55	

* Please do not forget to include readable copies of all invoices (see Guidelines for the Use of the Grant Annex I/9).

IV OTHER COSTS***IV.1. Dissemination (excluding Administrative and Academic Staff Costs)**

Progressive Number to be copied on supporting Doc.*	Type of expenditure	Purpose	Beneficiary Institution	Date of written authorisation by the Commission	Paid from Tempus (in EURO)	Paid from other sources (in EURO)
1						
2						
3						
Total Dissemination						

IV. 2. Exchange losses *

<i>Please provide us with a detailed calculation.</i>		Paid from Tempus (in EURO)
Total Exchange Losses		

* Please do not forget to include readable copies of all invoices and bank statements (see Guidelines for the Use of the Grant Annexes I/9 and I/10).

* Please note that no currency exchange losses will be accepted if interest gains and exchange profits are not declared.

IV. 3. Others (excluding Administrative and Academic Staff Costs)

Progressive Number to be copied on supporting Doc.	Type of expenditure	Purpose	Beneficiary institution	Paid from Tempus (in EURO)	Paid from other sources (in EURO)
1	bank fees	bank fees for money transfers and account keeping	Vienna University of Technology	1407,50	
2	bank fees	bank fees for payments within the project	University of Rijeka	8,04	
3	bank fees	bank fees for payments within the project	J.J.Strossmayer University of Osijek	55,05	
4	storno of hotel reservation	cancelled accommodation of Prof. Jeren in Helsinki because of his illness	University of Zagreb	115,00	
Total "Others"				1585,59	

TOTAL OTHER COSTS (IV.1 + IV.2 + IV.3)	1585,59
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V. OVERHEADS*

Progressive Number to be copied on supporting Doc.*	Type of expenditure	Purpose	Beneficiary institution	Paid from Tempus (in EURO)	Paid from other sources (in EURO)
1	Tel, fax, mail, office supplies, copying	running the project	University of Zagreb	1019,78	
2	Tel, fax, mail, office supplies, copying	running the project	University of Rijeka	147,64	
3	Tel, fax, mail, office supplies, copying	running the project	University of Split	345,23	
4	Tel, fax, mail, office supplies, copying	running the project	J.J.Strossmayer University of Osijek contractor	200,00	
5	Tel, fax, mail, office supplies, copying	running the project		1725,00	
6	Tel, fax, mail, office supplies, copying	running the project	Universitat Autònoma de Barcelona	150,00	
7	Tel, fax, mail, office supplies, copying	running the project	Katholieke Universiteit Leuven	149,84	
8	Tel, fax, mail, office supplies, copying	running the project	University Erlangen-Nuremberg	150,00	
9	Tel, fax, mail, office supplies, copying	running the project	Finnish Higher Education Evaluation Council	140,00	
TOTAL OVERHEADS				4.027,49	

* If the overheads are more than 2.5% and up to 5%, please do not forget to include readable copies of all invoices (see Guidelines for the Use of the Grant Annex I/10).

STAFF AND STUDENT MOBILITY TABLES (Annexes II/16 and II/17)

Please make sure that these tables are completed correctly.

Instructions

- Column 1:* indicate here a progressive number to be reported on the corresponding supporting documentation;
- Column 2:* indicate here the name of the grantholder;
- Column 3:* indicate here the reference number of the sending institution as indicated by you in the original application form;
- Column 4:* indicate here the country code of the sending institution;
- Column 5:* For staff: indicate the status of the grantholder concerned at his home institution;
For students: indicate which course the students are following at their home institution, (e.g. B.Sc., MA., PhD, etc.) and the number of years they have already studied this course;
- Column 6:* indicate here the reference number of the host institution as indicated by you in the original application form;
- Column 7:* indicate here the country code of the host institution;
- Column 8:* indicate here the start and end dates of the mobility flow;
- Column 9:* For staff: indicate here the duration of the stay abroad in **WEEKS**;
For students: indicate here the duration of the stay abroad in **MONTHS**;
- Column 10:* indicate here the travel costs;
- Column 11:* indicate here the grant given to cover the costs of stay;
- Column 12:* indicate here the total of travel costs plus costs of stay, which should correspond to the amount reported on the Individual Grantholder Report;
- Column 13:* For students: indicate here the amount of the institutional costs.

COUNTRY CODES (to complete the mobility tables)

<i>EU</i>		<i>Non-EU G-24 and other countries</i>		<i>Partner countries</i>	
A	Austria	AUS	Australia	ALB	Albania
B	Belgium	CDN	Canada	BIH	Bosnia-Herzegovina
D	Germany	CH	Switzerland	807	Former Yugoslav Republic of Macedonia
DK	Denmark	CY	Cyprus	HRV	Croatia
E	Spain	IS	Iceland	ARM	Armenia
F	France	J	Japan	AZB	Azerbaijan
GR	Greece	MT	Malta	BR	Belarus
I	Italy	N	Norway	GEO	Georgia
IRL	Ireland	NZ	New Zealand	KAZ	Kazakhstan
L	Luxembourg	TR	Turkey	KYR	Kyrgyzstan
NL	Netherlands	USA	United States of America	MOL	Moldova
P	Portugal			MNG	Mongolia
S	Sweden			RF	Russian Federation
SF	Finland			TAD	Tajikistan
UK	United Kingdom			TME	Turkmenistan
				UKR	Ukraine
				UZB	Uzbekistan

VI. TRAVEL COSTS AND COSTS OF STAY

A. STAFF TRAVEL COSTS AND COSTS OF STAY TABLE *

Progressive number to be copied on supporting Doc.	(1)	Name of grantholder	(2)	Origin			Destination			Amount of grant paid from Tempus		
				Institution		Current occupation at home institution	Institution	Dates	Duration	Travel costs	Cost of Stay	TOTAL* Travel costs + Cost of Stay
				Ref. N°.	Country code							
(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)=(10)+(11)			
1	Prof. Helena Jasna MENCER	HRV	rector	2	A	05/07-07/07/2002	0,43	130,11	254,43	384,54		
2	Ms. Arijana MIHALIC	HRV	vice-rector	2	A	05/07-07/07/2002	0,43	0,00	254,43	254,43		
3	Prof. Vlasta VIZEK-VIDOVIC	HRV	vice-rector	2	A	05/07-07/07/2002	0,43	0,00	254,43	254,43		
4	Prof. Jasminka LEDIC	HRV	Professor	2	A	05/07-07/07/2002	0,43	265,99	266,03	532,02		
5	Prof. Zeljko DUJIC	HRV	Professor	2	A	04/07-07/07/2002	0,43	267,91	260,43	528,34		
6	Prof. Aleksa BJELIS	HRV	Vice-rector	2	A	05/07-07/07/2002	0,43	0,00	254,43	254,43		
7	Prof. Ivan VICKOVIC	HRV	Professor	2	A	05/07-07/07/2002	0,43	130,11	254,43	384,54		
8	Ms. Marta VILALTA	E	director	2	A	05/07-08/07/2002	0,43	349,93	374,41	724,34		
9	Mr. Josep GRIFOLL	E	head	2	A	05/07-07/07/2002	0,43	401,40	263,22	664,62		
10	Prof. Giancarlo SPINELLI	I	President of the Centre for Int. Relations	2	A	05/07-07/07/2002	0,43	444,15	279,51	723,66		

* Please include your Individual Grantholders Reports (IGRs) together with all copies of travel tickets (see Guidelines for the Use of the Grant Annex I/13-I/15).

* Each amount reported in this column should be the total Tempus grant as reported on the corresponding IGR.

11	Prof. Albert WECKENMANN	12	D	Professor	2	A	05/07-07/07/2002	0,43	235,66	254,41	490,07
12	Mr. Karl HOLM	14	SF	project manager	2	A	05/07-07/07/2002	0,29	282,84	266,01	548,85
13	Prof. Helena Jasna MENCER	1	HRV	rector	5	HRV	03/10-05/10/2002	0,29	128,63	192,28	320,91
14	Prof. Vjekoslav Jerolimov	1	HRV	vice-rector	5	HRV	03/10-05/10/2002	0,29	128,63	192,28	320,91
15	Prof. Vera Turkovic	1	HRV	Professor	5	HRV	03/10-05/10/2002	0,29	128,63	192,28	320,91
16	Prof. Vizek-Vidovc	1 (7)	HRV	Professor	5	HRV	03/10-05/10/2002	0,29	128,63	195,69	324,32
17	Prof. Marta Ljubesic	6	HRV	Professor	5	HRV	03/10-05/10/2002	0,29	128,63	195,69	324,32
18	Prof. Ivan Vickovic	1 (7)	HRV	Dean	5	HRV	03/10-05/10/2002	0,29	128,63	195,69	324,32
19	Sanja Banov Burcar	3	HRV	Int. Relations officer	5	HRV	03/10-05/10/2002	0,29	40,43	105,34	145,77
20	Vesna Kovac	3	HRV	teaching assistant	5	HRV	03/10-05/10/2002	0,29	40,43	111,99	152,42
21	Jasminka Ledic	3	HRV	Professor	5	HRV	03/10-05/10/2002	0,29	122,90	16,36	139,26
22	Assoc.Prof. Mirta Bensic	4	HRV	Ass. Prof.	5	HRV	04/10-06/10/2002	0,29	86,52	130,48	217,00
23	Andrea Krajina	4	HRV	assistant	5	HRV	04/10-06/10/2002	0,29	86,52	130,48	217,00
24	Adriana Hornikova	2	A	assistant	5	HRV	04/10-06/10/2002	0,43	347,00	255,00	602,00
25	Peter Gabko	2	A	project manager	5	HRV	03/10-06/10/2002	0,57	446,00	395,80	841,80
26	Marta Vilalta	8	E	director	5	HRV	03/10-06/10/2002	0,57	408,43	390,00	798,43
27	Sophie Verfaille	12	B	staff member	5	HRV	03/10-07/10/2002	0,71	472,58	520,00	992,58
28	Jan Elen	11	B	Professor	5	HRV	03/10-06/10/2002	0,57	903,26	453,92	1.357,18
29	Karl Holm	14	SF	project manager	5	HRV	03/10-05/10/2002	0,43	986,27	260,00	1.246,27
30	Prof. Helena Jasna Mencer	1	HRV	rector	14	SF	18/03-23/03/2003	0,86	450,87	780,00	1.230,87

Part II : Budget Statement

31	Prof. Aleksa Bjelis	6	HRV	vice-rector	14	SF	18/03-23/03/2003	0,86	450,87	780,00	1.230,87
32	Prof. Vlasta Vizek Vidovic	1	HRV	vice-rector	8 / 9	E	01/04-6/04/2003	0,86	375,62	780,00	1.155,62
33	Prof. Aleksa Bjelis	6	HRV	vice-rector	8 / 9	E	01/04-6/04/2003	0,86	375,62	780,00	1.155,62
34	Prof. Marta Ljubetic	6	HRV	Professor	8 / 9	E	01/04-6/04/2003	0,86	375,62	780,00	1.155,62
35	Prof. Mirjana Polic-Bobic	1	HRV	Professor	8 / 9	E	01/04-6/04/2003	0,86	375,62	780,00	1.155,62
36	Prof. Mladen Andrassy	1	HRV	Professor	8 / 9	E	01/04-6/04/2003	0,86	375,62	780,00	1.155,62
37	Arijana Mihalic	1	HRV	administrator	8 / 9	E	01/04-6/04/2003	0,86	375,62	780,00	1.155,62
38	Prof. Vlasta Vizek Vidovic	1	HRV	vice-rector	12	D	15/03-19/03/2003	0,57	307,18	520,00	827,18
39	Prof. Vlasta Vizek Vidovic	1	HRV	vice-rector	11 / 12	B	13/03-15/03/2003	0,43	367,04	450,00	817,04
40	Prof. Helena Jasna Mencer	1	HRV	rector	10	I	17/02-21/02/2003	0,71	167,68	650,00	817,68
41	Prof. Branko Jeren	1	HRV	Professor	10	I	17/02-21/02/2003	0,71	0,00	650,00	650,00
42	Prof. Ivan Vickovic	1 (7)	HRV	Dean	10	I	17/02-21/02/2003	0,71	167,68	650,00	817,68
43	Prof. Helena Jasna Mencer	1	HRV	rector	11 / 12	B	12/03-16/03/2003	0,71	434,62	642,20	1.076,82
44	Prof. Vjekoslav Jerolimov	1	HRV	vice-rector	11 / 12	B	12/03-16/03/2003	0,71	434,62	642,20	1.076,82
45	Prof. Vera Turkovic	1	HRV	Professor	11 / 12	B	12/03-16/03/2003	0,71	434,62	642,20	1.076,82
46	Prof. Jasmina Havranek	1	HRV	Dean	11 / 12	B	12/03-16/03/2003	0,71	404,85	642,20	1.047,05
47	Prof.f Melita Kovacevic	1	HRV	Professor	11 / 12	B	12/03-16/03/2003	0,71	404,85	642,20	1.047,05
48	Petar Bezjak - student	1	HRV	student	11 / 12	B	12/03-16/03/2003	0,57	397,05	650,00	1.047,05
49	Prof. Ivan Mencer	3	HRV	Dean	8 / 9	E	01/04-6/04/2003	0,86	413,88	779,36	1.193,24
50	Prof. Bozidar Krizan	3	HRV	Dean	2	A	06/04-09/04/2003	0,57	177,82	515,69	693,51

51	Prof. Pero Lucin	3	HRV	vice-rector	14	SF	18/03/03-20/03/2003	0,86	486,55	764,04	1.250,59
52	Prof. Vladimir Taksic	3	HRV	vice-dean	10	I	17/02-21/02/2003	0,71	68,04	566,27	634,31
53	M.A. Vesna Kovac	3	HRV	assistant	11 / 12	B	12/03-16/03/2003	0,71	441,55	649,74	1.091,29
54	Prof. Petar Bezinovic	3	HRV	assistant	12	D	15/03-19/03/2003	0,71	404,52	649,73	1.054,25
55	Vanda Butkovic	5	HRV	Int. Relations officer	8 / 9	E	01/04-06/04/2003	0,86	491,72	779,55	1.271,27
56	Prof. Ivan Slapnicar	5	HRV	vice-dean	14	SF	18/03-23/03/2003	0,86	517,60	780,00	1.297,60
57	Prof. Drazden Derado	5	HRV	assistant	12	D	15/03-19/03/2003	0,57	445,12	649,79	1.094,91
58	Prof. Zeljko Dujic	5	HRV	vice-rector	10	I	17/02-21/02/2003	0,57	928,21	531,70	1.459,91
59	Prof. Mile Dzelalija	5	HRV	vice-dean	2	A	05/04-09/04/2003	0,71	321,47	649,65	971,12
60	Prof. Marija Ivezic	4	HRV	Professor	8 / 9	E	01/04-06/04/2003	0,86	428,75	780,00	1.208,75
61	Martina Majer	4	HRV	Int. Relations officer	8 / 9	E	01/04-06/04/2003	0,86	428,75	780,00	1.208,75
62	Assoc.Prof. Ksenija Culo	4	HRV	vice-dean	11 / 12	B	12/03-16/03/2003	0,71	446,59	650,00	1.096,59
63	Prof. Drazen Barkovic	4	HRV	Professor	12	D	15/03-19/03/2003	0,71	426,55	650,00	1.076,55
64	Assoc.Prof. Mirta Bensic	4	HRV	Ass. Prof.	12	D	15/03-19/03/2003	0,71	426,55	650,00	1.076,55
65	Prof. Zaneta Ugarcic	4	HRV	Professor	2	A	05/04-09/04/2003	0,71	273,69	650,00	923,69
66	Prof. Vjekoslav Jerolimov	1	HRV	vice-rector	2	A	05/04-09/04/2003	0,71	229,44	650,00	879,44
67	Nada Cikes	1	HRV	Professor	2	A	05/04-09/04/2003	0,71	229,44	650,00	879,44
68	Vlasta Vizek-Vidovic	1	HRV	vice-rector	European Commission, Tempus meeting in Brussels, B		16/10-19/10/2002	0,57	718,56	520,00	1.238,56

69	Peter Gabko	2	A	project manager	European Commission, Tempus meeting in Brussels, B	16/10/20/10/20 02	0,71		537,00	537,00	
TOTAL STAFF MOBILITY									22.200,67	34.022,97	56.223,64
TOTAL											56.223,64

*Total No. of IGRs attached to Report	=
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B. STUDENT TRAVEL COSTS, COSTS OF STAY AND INSTITUTIONAL COSTS TABLE *

Progressive Number to be copied on supporting Doc.	Name of grantholder	Origin			Destination			Amount of grant paid from Tempus				
		Institution		course the students are following at their home institution, (e.g. B.Sc., MA., PhD, etc.) and number of years they have already studied this course	Institution	Dates	Duration	Travel costs	Cost of Stay	TOTAL* Travel costs + Cost of Stay	Institutional Costs	
		Ref. N°.	Country code									Ref. N°.
(1) 1 2 3 4	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)=(10)+(11)	(13)
TOTAL STUDENT MOBILITY												
TOTAL:												

*Total No. of IGRs attached to Report =

* Please include your Individual Grantholders Reports (IGRs) together with all copies of travel tickets (see Guidelines for the Use of the Grant Annex I/14 - I/15).
 * Each amount reported in this column should be the total Tempus grant as reported on the corresponding IGR.

ACKNOWLEDGEMENT OF RECEIPT

Your name: Dr. Franz Reichl		
Full address: Vienna University of Technology University Extension Centre Gusshausstrasse 28		
A	1040	Vienna
.....
Country code	Postal code	Town

This page of the form will be returned to you on receipt of your Progress Report. Therefore please enter your name and address in the box above. Please remember to send in this page with each of your Progress Reports.

Please tick the box corresponding to the report you are submitting:

- 1st Progress Report
- 2nd Progress Report
- 3rd Progress Report
- Last Progress Report

<p>For internal use only.</p> <p>We acknowledge receipt of your Progress Report for</p> <table border="1" data-bbox="523 1310 1038 1408"><tr><td>Joint European Project/Networking Project N^o. UM_JEP-16015-2001</td></tr></table> <p>under the Tempus Programme.</p> <p>Yours sincerely,</p> <p>Place,</p> <p>Date,</p>	Joint European Project/Networking Project N ^o . UM_JEP-16015-2001
Joint European Project/Networking Project N ^o . UM_JEP-16015-2001	