

# 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** (*2<sup>nd</sup> & 3<sup>rd</sup> reports only*)

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

**Part III: Transfer Request and Declaration of Continuation** (*1<sup>st</sup> & 2<sup>nd</sup> 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 <sup>st</sup> report) <input type="checkbox"/> 15/05/2003 (2 <sup>nd</sup> report) <input checked="" type="checkbox"/> 15/08/2004 (Last report)	<input type="checkbox"/> 30/07/2002 (1 <sup>st</sup> report) <input type="checkbox"/> 15/05/2003 (2 <sup>nd</sup> report) <input type="checkbox"/> 15/05/2004 (3 <sup>rd</sup> 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 <u>Coordinating</u> Institution: <b>University of Zagreb</b> .....	
Name of the <u>Coordinator</u> : <b>Prof. Helena Jasna Mencer</b>	Name of the <u>Legal Representative</u> : <b>Prof. Helena Jasna Mencer</b>
Function: <b>Rector</b> .....	Function: <b>Rector</b> .....
Done at: <b>Zagreb</b> .....	Done at: <b>Zagreb</b> .....
Date: .....	Date: .....
Signature: .....	Signature: .....
Seal of the Coordinating Institution:	

Name of the <u>Contracting</u> Institution: <b>Technische Universität Wien</b> .....	
Name of the <u>Contractor</u> : <b>Andreas Zemann</b>	Name of the <u>Legal Representative</u> : <b>Prof. Peter Skalicky</b>
Function: <b>Head of International Relations Office</b>	Function: <b>Rector</b> .....
Done at: <b>Vienna</b> .....	Done at: <b>Vienna</b> .....
Date: .....	Date: .....
Signature: .....	Signature: .....
Seal of the Contracting Institution:	

## Part I: ACTIVITY PROGRESS REPORT

### 1<sup>st</sup> 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.

### 2<sup>ND</sup>, 3<sup>RD</sup> 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**

- Is the project achieving its objective as set out in the original Application? If it is, could you please briefly describe how? If it is not, could you please explain why this is the case and what you propose to do?
- Describe and demonstrate the key successes of your project and detail any shortcomings or disappointments.
- Could you please describe the extent of the involvement and support, both academic and institutional, of the consortium's partner institutions.
- Please describe any external factors or actors which may have played a role in the project achievements realised so far.
- Please comment on the major lessons you have learnt from this project and on any aspects of the cooperation between the partners in the consortium which you might find appropriate.
- Please indicate if the consortium member(s) in the partner country is involved in any other international cooperation projects (Tempus or other) relevant for your project, and what kind of coordination/cooperation was established during the implementation of the Joint European Project./Networking Project.
- Please indicate whether you have been in contact with any other Tempus projects that are being carried out in the same town or region.

The project achieved the objectives set out in the original application, and went even beyond this frame.

- a) The Croatian partner universities developed and implemented quality assurance systems. They have been provided with modern equipment (computers, optical readers, copy machines, fax machines, etc) as well as with expert literature. The know-how and experience gained during the project have been published in the Study, in the Handbook on Implementation of System of Quality Management, as well as in the proceedings of three workshops and one video-conference organised within the project.
- b) The Croatian academic community has offered to the Government the main concept of changes of the Law on Higher Education and Science. The concept can be seen as a lesson partially learned by benchmarking quality activities among consortium partners within Tempus QUASYS. Many articles of the Law have been changed and some procedures and criteria have been improved, or have led to the enhanced quality of life and work at universities. Thus, the main framework for the quality assurance system developed within the project can be found in the new Law on Higher Education and Science. The changed Law on Higher Education and Science was adopted by the Croatian Parliament in July 2004.
- c) The establishment of a Croatian Agency for Higher Education and Science, for the administrative support of the quality improvement process, has been proposed within the project QUASYS. Croatian government has accepted the proposal and Croatian Parliament has established this Agency. Experience from the QUASYS project was directly used for development of the project for the establishment of the National Agency for Quality Assurance and Accreditation. The national quality assurance system should be functioning by 2005.

The extent of the quality management systems implemented at the Croatian partner universities is different at each university. The leaders are University of Zagreb and University of Rijeka, where advanced systems for quality management have been implemented. University of Split and University of Osijek have adopted a strategy for quality management and carried out the basic steps for the implementation of such systems.

At University of Zagreb,

- a Committee for quality assurance at the university level has been established. It is in charge of several projects which will further improve the work of the University.
- Permanent Committee for transformation of curricula has been established as a working, educational consultancy service at the level of the whole University. The Committee prepared recommendations for integration of study programs at different faculties.

Furthermore, University of Zagreb

- has developed and implemented an evaluation procedure and questionnaires for teaching process and teachers. The pilot project included 28 out of 33 faculties.
- a guideline for the final report which the Evaluation committee has to prepare after evaluation of a higher education institution, and also questions which should be addressed to the institution and to the administration during evaluation have been developed in the project and immediately implemented in the evaluation procedure.
- ECTS implementation has started and transformation of the study structure according to the Bologna process is in progress.
- in cooperation with the National Council for Higher Education have developed an evaluation procedure of higher education institutions (including 26 steps). The procedure has already been implemented in the evaluation of some 80% of the Croatian higher education institutions.
- has submitted to the Ministry an applied research project on Faculty development as a part of university quality assurance system. This project has been granted.

The results of this project have been also widely embedded into the transformation of University of Rijeka:

- the University Statute requires institutional development of quality culture from leadership and establishment of the quality assurance network within the University;
- the Office for Quality Promotion is already active for almost two years and quality promotion teams within each Faculty were created. The office and the teams will be transformed into organisational units for quality assurance;
- the Quality Culture Network of the University of Rijeka and Office for Quality Culture have been established. The network is developing into quality assurance units and QA system of Rijeka University;
- the Senate adopted the Ethical Codex, which is prerequisite for institutional monitoring of quality;
- several projects related to quality culture, including quality circles, were realised or are under way.

University of Osijek and University of Split, have obtained the knowledge and experience necessary for the implementation of a quality management system. The implementation activities at both universities took more time than at University of Zagreb or University of Rijeka, but the institutional changes – the establishment of the Office for quality assurance at University of Osijek and the establishment of the Center for quality assessment (CQA) at University of Split – are also here in progress.

Despite the differences in the implementation of quality management, the Croatian partners are fully satisfied with the achievement and outcomes of the project.. The above mentioned differences were expected already in the project application, because the universities has different starting positions and the realisation of institutional changes is a difficult and time consuming task.

The implementation of some project activities at Croatian partner universities was connected with some difficulties arising from the still fragmented universities and especially from the lack of the funding (e.g. the cost of teaching/teachers evaluation at the whole University of Zagreb approaches several hundred thousand Euro). Generally, the amount of time and energy spent on the performing of the project activities was, voluntarily, much larger than anticipated.

All the Consortium partners except of Politecnico di Milano were involved in the project activities. Concerning European partners, the extent of mobility, academic involvement, and support differed according to the profile of the contact persons and their institutions. The Finnish Higher Education Evaluation Council was, to the largest extent, involved in areas concerning external evaluation procedures, KU Leuven (University Education Support Offices) in the areas concerning internal evaluation, and Vlaamse Interuniversitaire Raad in the topics concerning overall higher education policy. In some other quality management points e.g. evaluation of teachers and teaching), the Chair of Quality Management and Manufacturing Metrology has revealed the highest developed procedure.

Concerning personal involvement of contact persons from the EU-partners, Marta Vilalta (Universitat Autònoma de Barcelona), Karl Holm (Finnish Higher Education Evaluation Council), Kerstin Zwolinski (University Erlangen-Nuremberg) and Dirk Van Damme (Vlaamse Interuniversitaire Raad) should be mentioned as highly appreciated.

Considering Croatian project partners, the academic, managerial, and administrative engagement of the University of Zagreb was much larger than the engagement of other institutions. In addition, thanks to the professionally chosen external experts (in particular Guy Haug and Laszlo V. Frenyo, who are well known Europe-wide, and Marek Frankovicz, famous Polish expert) we had the opportunity to get an additional top level expertise and advice.

Last but not least, it must be mentioned that Frans A. van Vught, Rector magnificus of University of Twente, the Netherlands, contributed enormously to the Tempus QUASYS project with his excellent speech “New Academic Collegiality towards Integrative University Governance.”

There have been some signs of further networking, but they are neither largely pronounced nor yet implemented (ENQA, CEEQA Network, new Tempus applications). One of the reasons for this lack of major networking is the EU policy towards Croatia.

The Croatian partners have been in contact with other Tempus projects running at their universities but not with projects running at other universities.

The implemented activities mentioned in this report were initiated, conceptually supported, and developed only with a partial support of Tempus JEP 16015-2001 QUASYS. Their development and implementation cannot be viewed only as a result and support of QUASYS, neither intellectually nor financially, as the work, energy and money spent on development and implementation of these ideas and results by far and wide surpass the actual support of Tempus. Thanks to the Tempus QUASYS, however, as one of the pillars of the entire quality assurance and improvement process, the implementation of the achieved objectives was quickened.

#### **Major lessons learnt:**

Enhancement of quality culture (as a wide and main project objective) is an institution/ system building procedure. Croatian project partners, most of whom are scientists, have for the first time been involved in such an institution-building project.

The lesson learnt could be: Benchmarking and comparative study is the basis for any change; at every point of changing status, development or improvement, the causes of the actual status should be analysed and understood, and possible consequences of the change anticipated. The particular conditions should be taken into consideration and respected. The optimisation of all influencing factors should be taken into account. Mere copying of somebody else's system or criteria should never be the solution.

#### **Project Management**

- Please describe your methodology and approach towards the day-to-day management of coordinating the project activities.
- Please describe any unforeseen problems you may have encountered while managing the project and how you dealt with them. In particular, did you need change your method or your approach to management during the project year?
- Could you please comment on the respective roles and involvement of the consortium's partners in the management of the project.
- Could you please inform us whether you foresee any internal, or inter-project, monitoring activities?

The coordinator and all the academic staff involved are scientists, therefore comparative study, benchmarking, and analysis of synthesis of acquired knowledge were applied methods and methodology throughout the whole coordination and management of the project activities.

The leading role in the day-to-day management of the project have played the coordinating and contracting institutions represented by the coordinator and acting contractor. The representatives of the other partner universities were responsible for the local implementation of the planned project activities at their institutions.

Monitoring and evaluation of the project progress was done regularly by the project coordinator and contractor. In addition, two Steering Committee meetings were organised during the second project year during which all participating project partners evaluated the project results and planned the next activities. Very valuable for the project success was the involvement of the external experts.

The consortium partner Politecnico di Milano did not take part in the activities of the second project year, but this fact has not influenced the project outcomes. Also the external expert Sir Malcolm Fraser was, from time reasons, not able to participate in the last workshop, as it had been planned.

There were just some smaller unforeseen problems, which could be solved either internally at the project coordinating level or at the level of the European Training Foundation /European Commission.

#### **Administrative Management**

- Please describe where within your institution (faculty or department level, for example) and by whom the administrative management of the project is mainly handled.
- Please indicate what sort of administrative support you get from your institution.
- Have you encountered any clashes between the internal rules for budget management and procedures for transfer of project funds within your institution and those laid down by the Tempus Programme itself?
- Are financial monitoring systems used to keep an overview of the project funds and forecasts? Could you please describe these.

At the University of Zagreb, as well as at other Croatian universities, the administrative management of the project was mainly handled by the Rectorat, the Central University Office, with support of co-workers in the office and co-workers from the International Relations Office and the University Accounting Department. As the whole project is an university management project, and the coordinator is the rector of the coordinating institution, the support of administrative persons was large, and as already mentioned, given by the Rectorat personnel.

At Vienna University of Technology, the administrative management was done by the staff of University Extension Centre. This administrative support mostly consisted in financial transactions, bookkeeping and preparation of financial reports.

In addition, each Croatian partner university had special staff members dealing with the internal financial issues in the project.

The contractor used an Excel-based financial management system indicating a detailed overview of the realised and planned project expenditure and together with the coordinator monitored the overall project expenditure.

There was no serious clash between the internal rules for budget management and procedures for transfer of project funds within institutions and those laid down by Tempus programme.

Comment on daily allowance:

The rules for the payment of daily allowance to Croatian partners travelling in Croatia were not suitable because they have not considered the prices of hotels and food in Croatia which are at the same level, or in some cases even higher, than in the EU countries. Despite this fact, the limit for the costs of stay in Croatia was for Croatian partners only 65 EUR / day , while that one for the EU partners amounted up to 130 EUR/day.

### **Dissemination of results**

- Could you please describe what action has been undertaken for the dissemination of the results of the different activities?
- Could you please say if the project has undertaken any information activities going outside the project itself?

In the course of the project many forums, tribunes, and public discussions on the Tempus topics for wider audience were organised. Those discussions were organised outside of Tempus activities,

Every particular Tempus workshop and discussion has been monitored and followed by a compilation of suggestions and comments that were later published. (Please see the Tempus QUASYS series.)

An important dissemination effect had the video-conference organised by University of Zagreb in December 2003. The printed materials (workshop proceedings, Comparative Study, Handbook were / will be distributed to all project partners as well as to other universities or other relevant institutions (e.g. National Offices for Quality Assurance) in Croatia and abroad.

A project web site containing information on the progress of the project and its outputs has been created (<http://www.unizg.hr/tempusprojects/prva.htm> ).

### **Mobility, staff development and training of teachers/ trainers:**

- Detailed information about mobilities will be provided in the following statistical tables. Please here describe how mobility, whether by staff or students, helped in achieving the objectives of the project?
- Please provide, where applicable and if possible, information about selection criteria used for mobility and about how home institutions recognise mobility when carried out or take it into account.

Mobility of staff was one of the instruments of acquiring knowledge and sharing experiences. Students were not involved (except of one during the first project year). As to the matter of concern of QUASYS, different tools for student involvement and mobility were used.

It has been already mentioned that academic staff was primarily engaged in the project mobility, as it was up to them to implement the developed policies and procedures. The staff was selected based on a particular person's interest and up to its later possible influence on functioning and implementation of the whole quality system.

**TABLE ON PLANNED / ACHIEVED OUTCOMES**

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

<b>PROJECT OBJECTIVE (N°...)</b>	<b>INDICATORS OF PROGRESS/ACHIEVEMENT</b>
<ul style="list-style-type: none"> <li>• Development and implementation of a quality assurance system at Croatian universities</li> <li>• Development of materials and a Handbook on quality assurance system and quality management in higher education in Croatia.</li> </ul>	<ul style="list-style-type: none"> <li>• Developed quality assurance system</li> <li>• Implemented quality assurance system</li> <li>• Official documents regarding adoption of the quality assurance system</li> <li>• Changed legal framework for higher education</li> <li>• Higher involvement of Croatian universities in international programmes</li> <li>• Developed Handbook on Quality Assurance System and Quality Management in Higher Education in Croatia</li> </ul>
<p><b>PLANNED OUTCOMES (N°...)</b></p> <ol style="list-style-type: none"> <li>1. Staff informed and trained in the area of quality assurance system in higher education</li> <li>2. Developed and tested initial version of the quality assurance system</li> <li>3. Developed and implemented target version of the quality assurance system</li> <li>4. Developed Handbook on Quality Assurance System and Quality Management in Higher Education</li> <li>5. Updated technical infrastructure</li> <li>6. Management of the project</li> </ol>	<p><b>ACHIEVED OUTCOMES</b> <i>(for 1<sup>st</sup> reports, this information should only be provided if relevant)</i></p> <ol style="list-style-type: none"> <li>1. Staff informed and trained in the area of quality assurance system in higher education: <ul style="list-style-type: none"> <li>- mobility in within the project as well as in-house education of the experts from Croatian partner universities have been carried out,</li> <li>- Study on quality assurance systems was developed and published,</li> <li>- expert literature in the area of quality management was purchased for the Croatian partner universities.</li> </ul> </li> <li>2. Developed and tested initial version of the quality assurance system: <ul style="list-style-type: none"> <li>- working group meetings of the experts from the Croatian Partner universities were organised,</li> <li>- Workshop II “Development and Implementation of Quality Assurance System(s) in Higher Education” was organised in October 2003 and workshop proceedings were published,</li> <li>- initial version of the quality assurance system was developed.</li> </ul> </li> <li>3. Developed and implemented target version of the quality assurance system: <ul style="list-style-type: none"> <li>- working group meetings of the experts from the Croatian Partner universities were organised,</li> <li>- video-conference on quality management at universities was organised in December 2003 and the conference materials were published,</li> <li>- workshop IV “Future Trends in Quality Assurance in Higher Education” was organised in May 2004 and workshop proceedings were published,</li> <li>- the target version of the quality assurance system has been developed and implemented.</li> </ul> </li> <li>4. The Handbook on Implementation of System of Quality Management was developed and published.</li> <li>5. Updated technical infrastructure: <ul style="list-style-type: none"> <li>- information and communication equipment as well as equipment for quality management was purchased and installed.</li> </ul> </li> <li>6. Management of the project: <ul style="list-style-type: none"> <li>- coordination meetings were organised in October 2003 and May 2004, and the project was successfully managed.</li> </ul> </li> </ol>

ACTIVITIES TO BE CARRIED OUT				
Duration (from-to)	Participating institutions (country code+ ref. N°)	Place of activity	Activity that was carried out	Changes Y*/N
<p><b>* DEVIATIONS FROM ORIGINAL APPLICATION / PREVIOUS, APPROVED PROGRESS REPORT</b>  <b>(Please explain any deviation/s in activities indicated above during the reporting period)</b></p> <p>The duration of the project has been extended. The main reasons included:  At the time when we applied for the project, Professor Mencer, the project coordinator, was the vice-rector of University of Zagreb. Later, she was elected to the position of the rector of the University of Zagreb. This has given her broader responsibilities, but decreased the time she could devote to the work on the project. In spite of this University of Zagreb has done a lot in the process of implementation of the quality assurance system into higher education. The most important obstacles in this process were provisions of the former Law which has been changed. The new Law was adopted in summer last year which brought many changes and we have to implement them in the process. Also, during the project the change of three ministers took place (the last one has been appointed recently). In the process of implementing the quality assurance system we have to negotiate and work with the minister and Ministry since the Ministry is a member of the project consortium.</p> <p>The form of the 3<sup>rd</sup> workshop was changed. Instead of the traditional presence sessions, it has been organised as a videoconference on December 15, 2003. It was not announced in the TEMPUS application because the IT possibilities of the Croatian universities at the time when the application was prepared were not enabling to organise such event. Also the lecture could not be announced earlier as we had to match free terms among all the Croatian universities, University of Twente and CARNet (Croatian Academic Research Network). Nevertheless we see this as an advantage and advancement and we believe that the event was very useful for the purposes of our project. The videoconference was recognised as the <i>New Approach to Quality Assurance in Higher Education</i> in which advantages of new IT were used. A lecture was delivered from the Netherlands while all Croatian universities (in Zagreb, Rijeka, Osijek, Split, Zadar, Dubrovnik) were tele(conference) interconnected. At the same time all the consortium members of our TEMPUS project had the opportunity to watch and participate in the conference being connected via Internet live streaming. They were informed in advanced, having enough time to prepare questions. Lecture was given by Prof. Franz van Vught, rector of the University of Twente, who is the world wide famous expert in university systems development although not the team member of our project.</p> <p>The Tempus Workshop IV <i>Change Management in Higher Education – Implementation of Quality Assurance System – Future Trends</i> organised in May 2004 was organised not only by the project consortium, but in cooperation with UNESCO – Chair in Governance and Management of Higher Education.</p>				

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



**MOBILITY TABLES****PLANNED versus ACHIEVED MOBILITY** (in your 1<sup>st</sup> 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 of people	Total no. of people	Total no. of weeks of people	Total no. of people	Total no. of weeks	Total no. of people	Total no. of weeks	Total no. of people	Total no. of weeks
27,00	23,00	22,00	12,00			0,00	0,00	47,00	12,14
29,00	21,29	13,00	6,71			0,00	0,00	43,00	15,71
-2,00	1,71	9,00	5,29	0,00	0,00	0,00	0,00	4,00	-3,57

**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
<b>PLANNED</b>			
<b>ACHIEVED</b>			
<b>BALANCE + / -</b>			

**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 <sup>o</sup> month	2 <sup>o</sup> month	3 <sup>o</sup> month	4 <sup>o</sup> month	5 <sup>o</sup> month	6 <sup>o</sup> month	7 <sup>o</sup> month	8 <sup>o</sup> month	9 <sup>o</sup> month	10 <sup>o</sup> month	11 <sup>o</sup> month	12 <sup>o</sup> month

**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**

- **1<sup>st</sup> Progress Report: Only column A**
- 2<sup>nd</sup> and 3<sup>rd</sup> 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

	<b>A</b> Distribution of grant awarded (1 <sup>st</sup> year or previous contract year)	<b>B</b> Expenditure	<b>C</b> Unspent (A-B)	<b>D</b> Transfer	<b>E</b> Distribution of Annual grant awarded (next contract year)	<b>F</b> Requested distribution of total Annual grant (D+E)
<b>I</b>	<b>STAFF COSTS</b>	39.985,09	14,91			
<b>II</b>	<b>EQUIPMENT</b>	39.613,74	386,26			
<b>III</b>	<b>PRINTING / PUBLISHING</b>	5.190,55	-349,27			
<b>IV</b>	<b>OTHER COSTS</b>					
IV.1	Dissemination	200,00	200,00			
IV.2	Exchange losses	166,89	-166,89			
IV.3	Others	1.197,16	1.552,84			
<b>V</b>	<b>OVERHEADS</b>	3.350,00	-11,29			
<b>VI</b>	<b>TRAVEL and STAY COSTS</b>					
VI.1	Staff	51.905,35	35.234,30			
VI.2	Students (if in the contract)					
	<b>OVERALL TOTAL</b>	141.420,07	36.860,86			
	Exchange profits					
	Bank interests					
	<b>TOTAL</b>	178.280,93	36.860,86			

**Part II. b. : POSTPONED/OVERLAPPING/CANCELLED ACTIVITIES (to be completed for 2<sup>nd</sup> & 3<sup>rd</sup> 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 <sup>1</sup>	AMOUNT TRANSFERRED <sup>1</sup>
<b>TOTAL</b>						

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

<sup>1</sup> 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	hardware	Controller Adaptec AHA 78xx 64 bit with Roline SCSI cable	University of Zagreb, HRV	The Netherlands	245,12	44,02			289,14	
2	2 computers	Pentium 4 3.0, 512 MB/DVDD/120GB+40GB/17"LCD/Fax/MSWINXP	University of Zagreb, HRV	The Netherlands	3.169,75				3.169,75	
3	1 printer	HP LaserJet 5100	University of Zagreb, HRV	Spain	1.592,72				1.592,72	
4	Copy machine	Canon IR3300	University of Zagreb, HRV	Spain	5.605,08				5.605,08	
5	floppy USB drive	floppy disc drive 3,5" ext USB	University of Zagreb, HRV	Austria	51,15				51,15	
6	fax machine	Panasonic KX-FL552	University of Zagreb, HRV	Austria	431,05				431,05	
7	computer	Pentium 4 2.8, DDR 256 MB, combo drive, 80GB, 17"LCD, MSWINXP	University of Zagreb, HRV	The Netherlands	1.042,24				1.042,24	

\* 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

8	scanner	HP ScanJet 8290C	University of Rijeka, HRV	Germany	1.777,93	1.777,93
9	2 computers	HP Compaq D330, P4 2.66 GHz, 256 MB DDR, 40 GB, combo drive, 15" LCD, MSWINXP	University of Rijeka, HRV	Germany	2.312,73	2.312,73
10	printer	HP Color LaserJet 3500	University of Rijeka, HRV	Germany	944,51	944,51
11	Copy machine	Canon IR1610F	University of Rijeka, HRV	Italy	1.887,96	1.887,96
12	optical document reader	Canon 3080C	University of Split, HRV	Italy	2.179,43	2.179,43
13	copy machine	Canon IR2200	University of Split, HRV	Italy	3.357,46	3.357,46
14	2 computers	IBM, Pentium 4 2.66 GHz, 256 MB DDR, RAM, CD-ROM, combo drive, 17" monitor, MSWINXP	University of Split, HRV	Ireland	2.446,32	2.446,32
15	laser printer	HP LaserJet 3300 prn/copy/scan	University of Split, HRV	Hungary	817,62	817,62
16	optical document reader	Canon DR 3080C	J.J.Strossmayer University of Osijek, HRV	Italy	2.563,06	2.563,06
17	copy machine	Canon IR2200	J.J.Strossmayer University of Osijek, HRV	Italy	2.619,70	2.619,70
18	fax machine	Canon Fax L-240	J.J.Strossmayer University of Osijek, HRV	Italy	365,59	365,59
19	2 computers	Compaq D510 P4 2.4 CMT, 256 MB DDR, 40GB 1,44 FDD, CR-ROM, TFT 17"	J.J.Strossmayer University of Osijek, HRV	Czech Republic	3.011,15	3.011,15

20	laser printer, fax, scanner	HP LaserJet 1220 print/copy/scan	J.J.Strossmayer University of Osijek, HRV	Czech Republic	559,47	559,47
21	Literature	3 books (English)	University of Zagreb, HRV		103,40	103,40
22	Literature	4 books (English)	University of Zagreb, HRV		136,21	136,21
23	Literature	1 book (English)	University of Zagreb, HRV		29,74	29,74
24	Literature	2 books (English)	University of Zagreb, HRV		78,12	78,12
25	Literatures	1 book (English)	University of Zagreb, HRV		27,40	27,40
26	Literature	7 books (English)	University of Zagreb, HRV		229,95	229,95
27	Literature	3 books (English)	University of Zagreb, HRV		94,27	94,27
28	Literature	5 books (English)	University of Zagreb, HRV		283,58	283,58
29	Literature	2 books (English)	University of Split, HRV		61,15	61,15
30	Literature	2 books (English)	University of Split, HRV		93,33	93,33
31	Literature	29 books (English)	University of Split, HRV		935,01	935,01
32	Literature	1 book (English)	University of Split, HRV		38,18	38,18
33	Literature	6 books (English)	J.J.Strossmayer University of Osijek, HRV		179,31	179,31
34	Literature	7 books (English)	University of Rijeka, HRV		300,03	300,03
<b>TOTAL EQUIPMENT</b>					<b>39.613,74</b>	<b>39.613,74</b>

**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	Handbook on Implementation of System of Quality Management -> printing of covers and binding	production of the Handbook	Sveučilisna Tiskara d.o.o.	University of Zagreb	366,56	
2	Comparative study -> printing of covers and binding	production of the Study	Sveučilisna Tiskara d.o.o.	University of Zagreb	244,37	
3	Handbook on Implementation of System of Quality Management -> printing of the expert and supporting text	dissemination of know-how	University of Zagreb	University of Zagreb	244,37	
4	Comparative study -> printing of the expert and supporting text	dissemination of know-how	University of Zagreb	University of Zagreb	95,03	
5	Proceedings of workshop II (Dubrovnik) -> printing of lectures and supporting texts	materials for the workshop participants and dissemination of project know-how	University of Zagreb	University of Zagreb	595,11	
6	Proceedings of workshop II (Dubrovnik) -> printing of covers and binding	production of the Proceedings	Sveučilisna Tiskara d.o.o.	University of Zagreb	238,04	

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



7	300 CD-ROM	150 CD-ROM for the dissemination of videoconference on quality management at universities (organised by University of Zagreb in December 2003) and 150 CD-ROMs for the dissemination of the Handbook on Implementation of System of Quality Management	D-Soft d.o.o.	University of Zagreb	168,22
8	Proceedings of workshop I (Split) -> printing of lectures and supporting texts	materials for the workshop participants and dissemination of project know-how	University of Zagreb	University of Zagreb	528,99
9	Proceedings of workshop I (Split) -> printing of covers and binding	production of the Proceedings	Sveučilisna Tiskara d.o.o.	University of Zagreb	238,04
10	Guide for Freshman	promotional and information booklet for students	Sveučilisna Tiskara d.o.o.	University of Zagreb	1.573,74
11	Proceedings of workshop IV (Zagreb) -> printing of covers and binding	production of the Proceedings	Sveučilisna Tiskara d.o.o.	University of Zagreb	244,37
12	Proceedings of workshop IV (Zagreb) -> printing of lectures and supporting texts	materials of the workshop participants and dissemination of project know-how	University of Zagreb	University of Zagreb	393,71
13	Printing of project materials (2nd and Last Progress Reports incl. annexes, materials for 2 Steering Committee meetings)	project management, reporting	Vienna University of Technology	Vienna University of Technology	260,00
<b>TOTAL PRINTING &amp; PUBLISHING</b>					<b>5.190,55</b>

**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						
<b>Total Dissemination</b>						

**IV. 2. Exchange losses \***

*Please provide us with a detailed calculation.*

	Paid from Tempus (in EURO)
During the first project year, a total amount of 14.538,31 EUR was transferred by the project contractor to the account of J.J.Sirosmayer University of Osijek (JJSUO). After the conversion of this amount to the local currency, JJSUO received 108.891,94 Kuna. The project expenses of JJSUO during the first project year were 75.609,64 Kuna (equivalent to 10.021,25 EURO). That means, the real remainder at the account of JJSUO was 32.869,93 Kuna (equivalent to 4.517,06 EUR). At the beginning of the second project year in May 2003, the exchange rate set by the Commission at <a href="http://europa.eu.int/comm/budget/inforeuro/">http://europa.eu.int/comm/budget/inforeuro/</a> was 7,53712 Kuna. That means, the value of the real remainder of 32.869,93 was equivalent only to 4.361,07 EUR. The difference 4.517,06 - 4361,07 = 155,99 EUR is the loss caused by exchange rates.	155,99
In December 2003 an amount of 10.095,-- Kuna (equivalent to 1358,35 EUR) was transferred to the account of University of Rijeka. This amount was used for covering the costs of the participation in the workshops in Dubrovnik and Zagreb, and for partial overheads. For the conversion of these individual costs to EUR, the exchange rates indicated at <a href="http://europa.eu.int/comm/budget/inforeuro/">http://europa.eu.int/comm/budget/inforeuro/</a> was used. However, after the conversion of the individual payments from Kuna to EUR, the value of 10.095 Kuna was equivalent only to 1.347,45 EUR. The difference 1358,35- 1.347,45 = 10,90 EUR is the loss caused by exchange rates.	10,90
<b>Total Exchange Losses</b>	166,89

\* 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	Receipt of the 52.976,-- EUR for the JEP-16015	Vienna University of Technology	9,50	
2	bank fees	Transfer of 920,52 EUR -> Laszlo Frenyo, travel costs + costs of stay, Workshop & SCM Dubrovnik, October 11-13, 2003	Vienna University of Technology	27,44	
3	bank fees	Receipt of the 52.976,-- EUR for the JEP-16015	Vienna University of Technology	9,50	
4	bank fees	Transfer of 590,96 EUR -> K. Zwolinski - Workshop in Dubrovnik, travel costs + costs of stay	Vienna University of Technology	10,00	
5	bank fees	Transfer of 1.358,35 EUR -> Rijeka, Workshop in Dubrovnik, travel costs + costs of stay	Vienna University of Technology	27,55	
6	bank fees	Transfer of 3.371,-- EUR -> Zagreb, Workshop in Dubrovnik, travel costs + costs of stay	Vienna University of Technology	32,24	
7	bank fees	Kontoabschluss 31.12.2003	Vienna University of Technology	100,82	
8	bank fees	Transfer of 320 EUR -> K. Zwolinski - Workshop in Dubrovnik, costs of stay	Vienna University of Technology	10,00	
9	bank fees	Transfer of 390 EUR -> Guy Haugh - Workshop in Dubrovnik, costs of stay	Vienna University of Technology	10,00	
10	bank fees	Transfer of 10.912,76 EUR -> Zagreb - equipment from Medvednica	Vienna University of Technology	51,09	
11	bank fees	Transfer of 13.140,- EUR -> Zagreb - mobility	Vienna University of Technology	63,66	
12	bank fees	Transfer of 4.620,-- EUR -> Rijeka - mobility	Vienna University of Technology	35,36	
13	bank fees	Transfer of 9.500 EUR -> Osijek - mobility, equipment	Vienna University of Technology	36,56	
14	bank fees	Transfer of 923,23 EUR -> K. Holm - Workshop in Dubrovnik, travel costs + costs of stay	Vienna University of Technology	10,00	
15	bank fees	Transfer of 1.002,-- EUR -> Zagreb - printing costs	Vienna University of Technology	28,00	

16	bank fees	Transfer of 5.000,-- EUR -> Rijeka - equipment	Vienna University of Technology	39,00
17	bank fees	Transfer of 1416,70 EUR -> E. Arboix - Workshop in Dubrovnik, travel costs + costs of stay	Vienna University of Technology	12,00
18	bank fees	Transfer of 597,62 EUR -> Zagreb; flight ticket for Prof. Frankovicz to the workshop in Zagreb, May 2004	Vienna University of Technology	28,00
19	bank fees	Transfer of 1.150 EUR -> Zagreb, printing of Handbook, Study, proceedings of Workshop IV	Vienna University of Technology	28,00
20	bank fees	Transfer of 2.341,-- EUR -> Zagreb - Printing of Freshman, proceedings of Workshop I	Vienna University of Technology	26,34
21	bank fees	Transfer of 230 EUR -> K. Holm - Workshop in Dubrovnik, costs of stay 2nd rate	Vienna University of Technology	10,00
22	bank fees	Transfer of 1.045,98 EUR -> Zagreb, purchase of literature	Vienna University of Technology	23,00
23	bank fees	Transfer of 1.089,04 EUR -> Karl Holm to Zagreb, May 2004, travel + stay	Vienna University of Technology	10,00
24	bank fees	Transfer of 4.685,26 EUR -> Zagreb, costs of stay 5 persons to Vienna, Stojanovic to Belgium, costs of stay Frankowicz	Vienna University of Technology	28,69
25	bank fees	Transfer of 668,06 EUR -> M. Vilalta to Zagreb, May 2004 - flight	Vienna University of Technology	10,00
26	bank fees	Transfer of 800,68 EUR -> K. Zwolinski to Zagreb, travel and staya	Vienna University of Technology	10,00
27	bank fees	Transfer of 842,20 EUR -> M. Vilalta to Dubrovnik, October 2003 - flight	Vienna University of Technology	10,00
28	bank fees	Transfer of 1037,-- EUR -> Zagreb, equipment	Vienna University of Technology	30,00
29	bank fees	Transfer of 960,-- EUR -> M. Vilalta to Dubrovnik and Zagreb - stay	Vienna University of Technology	10,00
30	bank fees	Transfer of 1.150,-- EUR -> Uni Barcelona - staff costs, overheads	Vienna University of Technology	10,00
31	bank fees	Transfer of 2.010,-- EUR -> Zagreb - balance instalment for mobility, literature, printing	Vienna University of Technology	28,00
32	bank fees	Transfer of 2.290,-- EUR -> AQU Catalunya - staff costs, overheads, mobility Arboix to Zagreb	Vienna University of Technology	10,00
33	bank fees	Transfer of 1.800,-- EUR -> Erlangen - staff costs, overheads	Vienna University of Technology	10,00
34	bank fees	Transfer of 1860 EUR -> Helsinki - staff costs, overheads	Vienna University of Technology	10,00

35	bank fees	Transfer of 2.175,- EUR -> Osijek - balance instalment for staff costs, mobility, overheads	Vienna University of Technology	35,00
36	bank fees	Transfer of 3383,82 EUR -> Uni Leuven - staff costs, overheads, mobility of Ms. Breda	Vienna University of Technology	35,00
37	bank fees	Transfer of 4.155,- EUR -> Rijeka - balance instalment for staff costs, mobility, overheads	Vienna University of Technology	35,16
38	bank fees	Transfer of 9.600,- EUR -> Split - balance instalment for mobility, equipment, overheads, staff costs	Vienna University of Technology	40,60
39	bank fees	Transfer of 15.550,- EUR -> Zagreb - staff costs	Vienna University of Technology	46,55
40	bank fees	Additional bank fees for the transfer of 15.550,- EUR	Vienna University of Technology	5,33
41	bank fees	Transfer of 54,64 EUR -> Zagreb - bank fees	Vienna University of Technology	10,00
42	bank fees	exchange of 2340 EUR	Zagreb	23,40
43	bank fees	exchange of 2340 EUR	Zagreb	23,40
44	bank fees	exchange of 3380 EUR	Zagreb	34,02
45	bank fees	exchange of 1300 EUR	Zagreb	13,08
46	bank fees	exchange of 2600 EUR	Zagreb	26,16
47	bank fees	Bank fees for the purchase of literature (22 GBP)	Osijek	31,91
48	bank fees	Bank fees for purchase of 780 EUR for Ugarcic-Hardi	Osijek	11,63
49	bank fees	bank fees - purchase of EUR for the travel of Ivezic to Brussels	Osijek	14,99
50	bank fees	Additional bank fees for the transfer of 9.600,- EUR	Vienna University of Technology	6,18
<b>Total "Others"</b>				1.197,16

<b>TOTAL OTHER COSTS (IV.1 + IV.2 + IV.3)</b>	1.364,05
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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, copying, office supplies	running the project	University of Zagreb	858,13	
2	Tel, fax, mail, copying, office supplies	running the project	University of Rijeka	200,49	
3	Tel, fax, mail, copying, office supplies	running the project	University of Split	200,54	
4	Tel, fax, mail, copying, office supplies	running the project	J.J.Strossmayer University of Osijek	200,44	
5	Tel, fax, mail, copying, office supplies	running the project	Vienna University of Technology	1.250,00	
6	Tel, fax, mail, copying, office supplies	running the project	University Erlangen-Nuremberg	100,00	
7	Tel, fax, mail, copying, office supplies	running the project	Finnish Higher Education Evaluation Council	150,00	
8	Tel, fax, mail, copying, office supplies	running the project	Agencia per la Qualitat del Sistema Universitari Catalunya	101,69	
9	Tel, fax, mail, copying, office supplies	running the project	Universitat Autonoma de Barcelona	150,00	
10	Tel, fax, mail, copying, office supplies	running the project	Katholieke Universiteit Leuven	150,00	
<b>TOTAL OVERHEADS</b>				3.361,29	

\* 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	Origin			Destination			Amount of grant paid from Tempus		
			Institution		Current occupation at home institution	Institution	Dates	Duration in weeks	Travel costs (in EURO)	Cost of Stay (in EURO)	TOTAL* Travel costs + Cost of Stay (in EURO)
			Ref. N°.	Country code							
	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)=(10)+(11)	
1	3	HRV	vice-dean for teaching	1	HRV	27/05-28/05/2004	0,286	28,88	87,47	116,35	
2	3	HRV	Professor	1	HRV	25/05-26/05/2004	0,286	0,00	87,47	87,47	
3	3	HRV	assistant	1	HRV	25/05-27/05/2004	0,429	28,88	140,98	169,86	
4	3	HRV	assistant	1	HRV	25/05-27/05/2004	0,429	28,88	140,98	169,86	
5	3	HRV	vice-rector	1	HRV	28/05-29/05/2004	0,286	28,88	87,48	116,36	
6	5	HRV	vice-dean	1	HRV	26/05-28/05/2004	0,429	145,21	163,29	308,50	
7	5	HRV	vice-rector	1	HRV	27/05-29/025/2004	0,429	127,46	183,23	310,69	
8	4	HRV	Ass. Prof.	1	HRV	25/05-28/05/2004	0,429	43,64	141,72	185,36	
9	4	HRV	vice-dean	1	HRV	25/05-28/05/2004	0,429	33,38	171,79	205,17	

\* 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.



10	Josip Mesaric	4	HRV	Ass. Prof.	1	HRV	26/05- 27/05/2004	0,286	43,64	82,13	125,77
11	Zaneta Ugarcic- Hardi	4	HRV	vice-rector	1	HRV	28/05- 29/05/2004	0,286	43,64	73,71	117,35
12	Marta Vilalta	8	E	director	1	HRV	27/05- 30/05/2004	0,571	668,06	480,00	1.148,06
13	Esteve Arboix	9	E	project manager	1	HRV	27/05- 29/05/2004	0,429	844,59	350,00	1.194,59
14	Karl Holm	14	SF	project manager	1	HRV	27/05- 30/05/2004	0,571	605,83	483,21	1.089,04
15	Marjoleine Breda	11	B	staff member DUO/ICTO	1	HRV	28/05- 30/05/2004	0,429	383,08	350,00	733,08
16	Kerstin Zwolinski	13	D	assistant	1	HRV	28/05- 30/05/2004	0,429	450,68	350,00	800,68
17	Marek Frankowics	expert	PL	Professor	1	HRV	26/05- 30/05/2004	0,714	597,62	650,00	1.247,62
18	Aleksa Bjelis	1	HRV	vice-rector	3	HRV	17/11- 18/11/2003	0,286	30,33	87,38	117,71
19	Jasmina Havranek	1	HRV	dean	4	HRV	10/11- 11/11/2003	0,286	35,07	87,38	122,45
20	Helena Jasna Mencer	1	HRV	rector	5	HRV	16/12- 17/12/2003	0,286	73,28	87,20	160,48
21	Vjekoslav Jerolimov	1	HRV	vice-rector	5	HRV	16/12- 17/12/2003	0,286	73,28	87,20	160,48
22	Tihomir Hunjak	1	HRV	vice-rector	5	HRV	16/12- 17/12/2003	0,286	73,28	87,20	160,48
23	Vjekoslav Jerolimov	1	HRV	vice-rector	1 Dubrovnik	HRV	10/10- 13/10/2003	0,429	140,08	195,00	335,08
24	Vera Turkovic	1	HRV	vice-dean	1 Dubrovnik	HRV	10/10- 13/10/2003	0,429	140,08	195,00	335,08
25	Helena Jasna Mencer	1	HRV	rector	1 Dubrovnik	HRV	10/10- 13/10/2003	0,429	140,08	195,00	335,08

## Part II : Budget Statement

26	Ivan Vickovic	1	HRV	dean	1	Dubrovnik	HRV	10/10-12/10/2003	0,286	140,08	130,00	270,08
27	Arijana Mihalic	1	HRV	administrator	1	Dubrovnik	HRV	10/10-13/10/2003	0,429	140,08	195,00	335,08
28	Vlasta Vizek-Vidovic	1	HRV	vice-rector	1	Dubrovnik	HRV	10/10-13/10/2003	0,429	146,60	195,00	341,60
29	Branko Jeren	1	HRV	Professor	1	Dubrovnik	HRV	10/10-13/10/2003	0,429	146,60	195,00	341,60
30	Aleksa Bjelis	1	HRV	vice-rector	1	Dubrovnik	HRV	10/10-13/10/2003	0,429	140,08	195,00	335,08
31	Mladen Andrassy	1	HRV	Professor	1	Dubrovnik	HRV	10/10-12/10/2003	0,286	185,69	130,00	315,69
32	Larisa Korsic	1	HRV	Int. Relations Officer	1	Dubrovnik	HRV	11/10-13/10/2003	0,286	55,54	130,00	185,54
33	Ana Ruzicka	1	HRV	Head of Int. Relations Office	1	Dubrovnik	HRV	10/10-13/10/2003	0,429	45,73	195,00	240,73
34	Pero Lucin	3	HRV	vice-rector	1	Dubrovnik	HRV	10/10-13/10/2003	0,571	169,24	217,70	386,94
35	Ivan Mencer	3	HRV	dean	1	Dubrovnik	HRV	10/10-13/10/2003	0,571	144,81	217,70	362,51
36	Petar Bezinovic	3	HRV	Head of Quality Promotion Office	1	Dubrovnik	HRV	10/10-13/10/2003	0,571	169,24	217,70	386,94
37	Martina Majer	4	HRV	Int. Relations Officer	1	Dubrovnik	HRV	10/10-13/10/2003	0,571	182,00	217,70	399,70
38	Ksenija Culo	4	HRV	vice-dean	1	Dubrovnik	HRV	10/10-13/10/2003	0,571	175,65	217,70	393,35
39	Zeljko Dujic	5	HRV	vice-rector	1	Dubrovnik	HRV	10/10-12/10/2003	0,429	25,42	152,70	178,12
40	Ivan Slapniciar	5	HRV	vice-dean	1	Dubrovnik	HRV	10/10-12/10/2003	0,429	25,42	152,70	178,12
41	Peter Gabko	2	A	project manager	1	Dubrovnik	HRV	11/10-13/10/2003	0,429	436,00	170,17	606,17

42	Kerstin Zwolinski	13	D	assistant	1 Dubrovnik	HRV	09/10- 12/10/2003	0,571	451,53	459,43	910,96
43	Karl Holm	14	SF	project manager	1 Dubrovnik	HRV	10/10- 12/10/2003	0,429	816,05	337,18	1.153,23
44	Esteve Arboix	9	E	project manager	1 Dubrovnik	HRV	10/10- 12/10/2003	0,429	1.136,70	280,00	1.416,70
45	Marta Vilalta	8	E	director	1 Dubrovnik	HRV	10/10- 13/10/2003	0,571	842,20	480,00	1.322,20
46	Marjoleine Breda	11	B	staff member DUO/ICTO	1 Dubrovnik	HRV	09/10- 12/10/2003	0,571	420,74	480,00	900,74
47	Laszlo Frenyo	expert	H	expert	1 Dubrovnik	HRV	10/10- 13/10/2003	0,571	660,75	259,77	920,52
48	Guy Haugh	expert	B	expert	1 Dubrovnik	HRV	10/10- 13/10/2003	0,571	paid from other sources	390,00	390,00
49	Mladen Andrassy	1	HRV	Professor	14	SF	24/02- 29/02/2004	0,857	447,00	780,00	1.227,00
50	Branko Jeren	1	HRV	Professor	14	SF	24/02- 29/02/2004	0,857	447,00	780,00	1.227,00
51	Nada Mihelcic- Cikes	1	HRV	Professor	14	SF	24/02- 29/02/2004	0,857	447,00	780,00	1.227,00
52	Sandra Kucina	1	HRV	staff associate for development	8,9	E	24/02- 29/02/2004	0,857	418,20	780,00	1.198,20
53	Desa Mlikotin Tomc	1	HRV	vice-dean	8,9	E	24/02- 29/02/2004	0,857	418,20	780,00	1.198,20
54	Damir Kovacek	1	HRV	Ass. Prof.	8,9	E	24/02- 29/02/2004	0,857	418,20	780,00	1.198,20
55	Tihomir Hunjak	1	HRV	vice-rector	11, 12	B	06/03- 10/03/2004	0,714	442,19	650,00	1.092,19
56	Arijana Mihalic	1	HRV	administrator	11, 12	B	06/03- 10/03/2004	0,714	442,19	650,00	1.092,19
57	Alen Stojanovic	1	HRV	Ass. Prof.	11, 12	B	06/03- 10/03/2004	0,714	525,26	650,00	1.175,26

58	Type Mamic	7	HRV	deputy minister	11, 12	B	06/03 - 10/03/2004	0,714	442,19	650,00	1.092,19
59	Martina Cvitanovic	1	HRV	administrator	11, 12	B	06/03 - 10/03/2004	0,714	442,19	650,00	1.092,19
60	Helena Jasna Mencer	1	HRV	rector	13	D	10/03 - 14/03/2004	0,714	391,41	650,00	1.041,41
61	Branko Jeren	1	HRV	Professor	13	D	10/03 - 14/03/2004	0,714	391,41	650,00	1.041,41
62	Aleksa Bjelis	1	HRV	vice-rector	2	A	02/03/- 04/03/2004	0,429	144,61	390,00	534,61
63	Vlasta Vizek-Vidovic	1	HRV	vice-rector	2	A	02/03/- 04/03/2004	0,429	0,00	390,00	390,00
64	Helena Jasna Mencer	1	HRV	rector	2	A	02/03/- 05/03/2004	0,714	144,61	520,00	664,61
65	Vjekoslav Jerolimov	1	HRV	vice-rector	2	A	02/03/- 05/03/2004	0,571	0,00	520,00	520,00
66	Josipa Basic	1	HRV	Professor	2	A	02/03/- 05/03/2004	0,571	0,00	520,00	520,00
67	Ana Ruzicka	1	HRV	Head of Int. Relations Office	2	A	02/03/- 06/03/2004	0,714	144,61	520,00	664,61
68	Prof. Pero Lucin	3	HRV	vice-rector	12	B	06/03 - 10/03/2004	0,714	462,76	610,00	1.072,76
69	Prof. Ivan Mencer	3	HRV	dean	14	SF	24/02 - 29/02/2004	0,857	475,33	740,00	1.215,33
70	Petar Bezinovic	3	HRV	Head of Quality Promotion Office	8	E	24/02 - 29/02/2004	0,857	446,53	740,00	1.186,53
71	Prof. Bozidar Krizan	3	HRV	dean	13	D	10/03 - 14/03/2004	0,714	420,03	610,00	1.030,03
72	Drazen Derado	5	HRV	Ass. Prof.	12/11	B	06/03 - 10/03/2004	0,714	524,34	650,00	1.174,34
73	Mile Dzelalija	5	HRV	vice-dean	8, 9	E	24/02 - 29/02/2004	0,857	523,67	780,00	1.303,67

74	Zeljko Dujic	5	HRV	vice-rector	14	SF	25/03- 29/03/2004	0,714	499,47	650,00	1.149,47	
75	Zaneta Ugarcic-Hardi	4	HRV	vice-rector	8	E	24/02- 29/02/2004	0,857	452,76	780,00	1.232,76	
76	Marija Ivezic	4	HRV	Professor	12/11	B	06/03- 10/03/2004	0,714	485,36	650,00	1.135,36	
77	Zeljko Hocenski	4	HRV	dean	13	D	10/03- 14/03/2004	0,714	434,58	650,00	1.084,58	
<b>Workshop+Consortium meeting, Zagreb, May 2004</b>												
	Helena Jasna Mencer	1	HRV	rector	1	HRV	28/05- 29/05/2004	0,286			0,00	
	Vlasta Vizek Vidovic	1	HRV	vice-rector	1	HRV	28/05- 29/05/2004	0,286			0,00	
	Aleksa Bjelis	1	HRV	vice-rector	1	HRV	29/05- 29/05/2004	0,143			0,00	
	Ana Ruzicka	1	HRV	Head of Int. Relations Office	1	HRV	28/05- 29/05/2004	0,286			0,00	
	Zrinka Dujmovic	1	HRV	administrator	1	HRV	29/05- 29/05/2004	0,143			0,00	
	Arijana Mihalic	1	HRV	administrator	1	HRV	28/05- 29/05/2004	0,286			0,00	
	Vjekoslav Jerolimov	1	HRV	vice-rector	1	HRV	29/05- 29/05/2004	0,143			0,00	
	Mladen Andrassy	1	HRV	Professor	1	HRV	29/05- 29/05/2004	0,143			0,00	
<b>TOTAL STAFF MOBILITY</b>									22.295,08	29.610,27	51.905,35	
<b>*Total No. of IGRs attached to Report</b>										<b>TOTAL</b>	51.905,35	

= 77

**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°.	Country code
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)=(10)+(11)	(13)	
1													
2													
3													
4													
<b>TOTAL STUDENT MOBILITY</b>													
<b>*Total No. of IGRs attached to Report</b>											<b>TOTAL:</b>		
= ....													

\* 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.

**Part III: TRANSFER REQUEST AND DECLARATION OF CONTINUATION**  
*(to be completed for 1<sup>st</sup> and 2<sup>nd</sup> Reports only)*

Contract n°

Please complete the following declaration:

CONTRACTING INSTITUTION :

Please note that in accordance with Article 2.2. of the Contract, the release of the first instalment of the next annual grant is subject to the receipt and approval by the Commission of the documents listed in Article 16 and confirmation by the Budgetary Authority that the necessary budget is available.

**1. Transfer request**

Please tick the relevant box.

- As foreseen by article 4.3 of the JEP/NP contract, I hereby request that remaining funds be transferred from the current contractual year to the next contractual year
- I do not request a transfer of funds from the current contractual year to the next contractual year

**2. Declaration of continuation**

I certify that it is the intention of the Contractor to continue the implementation of this project towards its objective with all the other project partners during the next contractual year.

**For the Contractor:**

.....  
 (Original signature of the person legally responsible for the Contracting Institution)

Name:

Function:

Place: ..... Date:

**Seal of the Contracting Institution:**

<b><u>Details of Bank Account</u></b>	
<b>TO BE COMPLETED BY THE CONTRACTOR (in capital letters)</b>	
Name of Account-holder Institution :	.....
Account N°:	.....
Name and address of Bank:	..... .....
Bank Sorting Code:	.....
Any other reference N°:	..... .....

**ACKNOWLEDGEMENT OF RECEIPT**Your name: **Andreas Zemann**

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:

- 1<sup>st</sup> Progress Report
- 2<sup>nd</sup> Progress Report
- 3<sup>rd</sup> Progress Report
- Last Progress Report

For internal use only.

We acknowledge receipt of your Progress Report for

Joint European Project/Networking Project N <sup>o</sup> . <b>UM_JEP-16015-2001</b>
--

under the Tempus Programme.

Yours sincerely,

Place, .....

Date, .....