

PARTNER SELF-ASSESSMENT REPORT¹

Project title	Development of master curricula for natural disasters risk management in Western Balkan countries
Project acronym	NatRisk
Project reference number	573806-EPP-1-2016-1-RS-EPPKA2-CBHE-JP
Coordinator	University of Nis
Project start date	October 15, 2016
Project duration	36 months

Partner name	Technical College of Applied Sciences Urosevac-Leposavic
Acronym	TCASU
Contact person	Predrag Stanojević

Project number: 573806-EPP-1-2016-1-RS-EPPKA2-CBHE-JP

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¹ This report concerns quality issues of NatRisk project. The contact person from each partner institution should complete this form annually, in consultation with the members of the partner institution project team, and submit the report by email to s.priest@mdx.ac.uk and natriskuni@gmail.com by and September 30th each year. The reports will be reviewed by the Quality Assurance Committee and a short report will be prepared and submitted to the Project Management Committee.

1. Partner contributions

Please describe shortly your contribution to the project within each of activities defined by LFM and comment if necessary. If it is not foreseen to take part in some of activities, please mark it with n/a. If some activity has not started yet, please indicate that. If your team didn't accomplish some task, please give the reasons.

Activities - LFM code	Achieved to date	Comment
1.1 Report on natural disasters in WB	The report to WPI leaders (BOKU) on existing disasters and risk management practices in Kosovo* created and delivered.	
1.2	n/a	
1.3 Report on master curricula best practices in EU partners and Catalogue of competencies	Report prepared and delivered.	
2.1 Defined aims, specific competencies and learning outcomes of master curriculum per HEI in WB; Book of courses	Catalogue of courses prepared. - Book of courses completed. - Aims, specific competences and learning outcomes defined and submitted.	
2.2 Defined courses content and syllabi	Courses and syllabi defined. Report crated	
2.3 Teaching staff trained	- Our team of teachers attended Training of teaching staff at Obuda University- OE, Budapest, Hungary, from 23 rd to 27 th May 2017 - Our team of teachers attended Training of teaching staff at Middlesex University-MU, London, United Kingdom, from 27 th June to 1 st July. - Our team of teachers attended Training of teaching staff at University of Messina, UNIME, Italy- from 19 th to 21 st September 2017.	
2.4 Agreements for internships signed	- The inter-institutional agreements were prepared with KPA, TUC and VSUP. Agreements signed with KPA, TUC and VSUP. - SMS calls were conducted; Commission was formed and the candidates were selected. Minutes from the selection completed.	

2.5 Harmonization of teaching environment with EU best practices and purchasing of laboratory equipment and literature	Tender call launched equipment, software and literature purchased and laboratory is established.	
3.1 Surveillance of citizens' and public sector awareness regarding natural disasters	Fulfilled 309 questionnaires for 3.1 Survey of citizens, and public sector awareness (choice of target groups of citizens and public sectors, sending and collecting of questionnaires)	
3.2 Study visit reports	<ul style="list-style-type: none"> - Study visit to Obuda University- OE, Budapest, Hungary, from 23rd to 27th May 2017 - Study visit to Middlesex University- MU, London, United Kingdom, from 27th June to 1st July 2017. - Study visit to University of Messina, UNIME, Italy- from 19th to 21st September 2017. All reports created and delivered.	
3.3 Trainings material prepared, teachers selected	- Handbook for training completed and submitted to NatRisk project coordinator. Teachers selected.	
4.1 Students enrolled	12 students have been enrolled to a new study program.	
4.2 Master curricula implemented	Master/specialist professional study curricula have been implemented.	
4.3 Students' internships realized	Two TCASU students have attendant student internship at the University of Criminal Investigation and Police Studies, Belgrade from 13th to 24th of May 2019.	
4.4 Participants trained	<ul style="list-style-type: none"> -The first two-day training for public sector and stakeholders regarding the management of the risk disasters management was organized and report and all necessary documentation was created and submitted. The training was organized from 22 to 23.05.2018. at the TCASU premises. - The second two-day training for public sector and stakeholders regarding the management of the risk disasters management was organized in the period 13-14.05.2019. Report created and delivered. 	
4.5 Quality report on master curricula	Quality report on new curricula created and delivered.	
4.6 Quality report on trainings	Quality report on trainings created and delivered.	
5.1 Minutes of the meetings	n/a	

5.4 Report of the external auditor	<p>- TCASU participated the preventive monitoring meeting, which was organized upon the request of the National Erasmus Officer, Kosovo*. It was the joint meeting with representatives of TCASU and UPKM, where we presented the past and future activities regarding the NatRisk project. The meeting was held in the UPKM premises on 9th of May 2017. The minutes of the meeting and report were created.</p> <p>- TCASU participated the second preventive monitoring meeting, which was organized upon the request of the National Erasmus Officer, Kosovo*. It was joint meeting with representatives of TCASU and UPKM. The monitoring was held on 26.06.2018. at the premises of UPKM. The report was created.</p>	
5.2 Quality control plan adopted	Quality control plan adopted.	
5.3 Report of the external quality	Reports on external quality created and delivered.	
5.4 Report of the external auditor	Completed.	
6.1 Dissemination plan created	Dissemination plan created and adopted.	
6.2 Promotion material created	Promotion material created.	
6.3 Student enrolment promoted	Student enrollment promoted. Report created.	
6.4 Trainings promoted	Trainings promoted. Report created.	
7.1 Sustainability plan created	Sustainability plan created and adopted.	
7.2 Master curricula accredited	Accreditation of a new study programme of specialist professional studies completed.	
7.3 Student and staff mobilities realized	<p>TCASU have accomplished three staff mobilities.</p> <p>- The first mobility has been realized at TUC from 01.06.2018. till 07.06.2018.</p> <p>- The second mobility has been realized at KPA, from 01.09.2018 to 05.10.2018.</p> <p>-The third mobility has been realized at the University Of Banja Luka, Faculty of Security Science, Banja Luka, from 15.04. to 19.04.2019.</p> <p>All necessary reports regarding the mobility are completed and delivered.</p>	
8.1 Kick-off meeting	Accomplished.	

8.2 Minutes of the meetings	Accomplished.	
8.3 Guidelines on the project management and reporting created	Accomplished.	
8.4 Project correspondence	- Project correspondence maintained on a daily basis.	
8.5 Interim and final reports submitted	All reports concerning TCASU have been submitted on time.	

2. Changes

Please indicate any changes in project realisation from the partner institution during the report period and comment on any likely impact on the project and suggest remedial actions

Changes to the planned contributions to the project	Likely implication for WP activities and suggested actions	Date of notification to NatRisk coordinator

3. Financial matters

Please indicate amounts of received instalments, expenditure within budget lines, and status of financial reporting on NatRisk management platform. Please comment any variation in the expected pattern of spending. This report will be considered in conjunction with the Financial Table on the NatRisk Management Platform.

	No. of the instalment	Amount	Date	Comment
Received	1. 2017-996-1991/12	2.852,25 €	10.03.2017.	
	2. 2017-996-9802/2	5.682,25 €	04.09.2017	
	3. 2017-996-10484/77	24.026,50 e	20.09.2017	
	4. 2018-996-7783/10	13.293,80 e	13.07.2018	
	5. 2018-996-	6.646,90 e	07.11.2018	

	12735/27			
	6. 2019-1996-2002/19	6.646,90 e	27.02.2019	
Spent		Spent from Erasmus+ grant	Comment	
	1. Staff Costs	15.745,00		
	2. Travel Costs	3.745,00		
	3. Costs of Stay	9.600,00		
	4. Equipment Costs	24.026,50		
	5. Subcontracting Costs	3.156,06		
	6. Special Mobility Strand	9.330,00		
	Total	65.602,56		
Reported		Yes	Partially	No
	Financial excel table on the NatRisk platform filled-in	X		
	ITR, Time Sheets and Staff Convention forms completed	X		
	Supporting documents provided and uploaded to the NatRisk platform	X		

Location, date

Leposavić, 15.08.2019.

Signature

