

Working Package 1: Analysis, consulting and training

<p>Description</p>	<p>The models and structures of academic and vocational master study programs in WB countries will be analysed against the programmes in EU countries in this Working package. Analysis will be performed in parallel – the EU partners will analyse existing study programmes of WB countries in the field of ICT and WB partners will analyse master study programs from EU countries in the field of DBBT. The master study programs in the WB cover wider areas of ICT compared to the master study programme in the EU (DBBT) because in WB countries study programmes are not developed for narrow field of master study programs. After the analyses will be performed independently, both parties will compare the results of analyses i.e. master study programs in the field of DBBT in the EU and master study programs in the field of ICT in WB. The similarities and differences between the structures of master study programs will be defined. Will be analysed which key elements of the master study programs in the field of DBBT in the EU should be applied in the implementation of the new master study programme in the field of DBBT in WB countries. Analysis of study programs will be carried out through workshops in higher institutions of PC and EU. The general overview of existing successful models of education in the field of DBBT of EU HEIs will represent the basic guidelines for the definition and development of the new curriculum.</p> <p>Within this WP the transfer of knowledge and experience in the field of DBBT will be performed by EU to WB partners through the study visits and teachers' trainings. Also, the consultations with the business partners will be performed about the areas the new curriculum should cover.</p>
<p>Tasks</p>	<ul style="list-style-type: none"> - Detail analysis of the structure of academic and vocational master study programmes in the field of DBBT in EU countries. - Detail analysis of the structure of academic and vocational master study programmes in the field of ICT in WB countries. - Comparison of two performed analyses. - To define similarities and differences of the study programmes in EU and WB. - Study visits to EU. - Transfer of knowledge and experience. - Consultings with the partners from the business. - The training of the teachers.

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Working Package 2: Preparation of Infrastructure

Description	<p>WP2 covers the set up of the infrastructure required for the implementation of academic and vocational master study programme, design of the teaching materials and preparation of the methodological instructions for teaching and students' practice. The hardware and software equipment and the literature will be purchased in order to enable quality education on new implemented study programme. The equipment will be installed in the laboratory for DBBT in the WB HEIs. For proper handling and use of equipment, the training will be organised. Within the WP2 the design of teaching material in electronic and printed form will be performed too. Some of the activities of WP2 will be executed in parallel with activities of WP3 and WP4 related to writing curricula for academic and vocational master studies. Also the following methodological instruction will be designed:</p> <ul style="list-style-type: none"> - Design of methodological instructions for teaching, - Design of methodological instructions for students internship.
Tasks	<ul style="list-style-type: none"> - The purchase of hardware equipment, software and literature. - Training the staff for use of equipment. - Fitting out and set up of laboratory, monitoring of set up. - Design of teaching materials. - Design of methodological instructions for teaching and students' internship.

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Working Package 3: Creation of new curriculum for academic master studies in DBBT

<p>Description</p>	<p>The process of defining and development of the curriculum model and all of its properties should be carried out carefully, comprehensively and in detail in order to ensure the viability and applicability of the studies in the period after the completion of the project. The curriculum model for academic master studies will define precisely the content, duration and characteristics of the course. Within WP3 will be held workshops on PC and EU higher education institutions where the principles and models of curriculum academic master studies in the field DBBT will be defined. They will be based on the analyses performed within the WP1. For the implementation of activities in WP3 will be established several working groups. The general working group will consist of representatives of all partner institutions that participate in the project. This working group will be responsible for designing a curriculum model for the academic master studies. After defining a curriculum model for the academic master studies, each PC will will form a local working group in order to develop the specifics of the curriculum for that institution. Working Groups will be under the supervision and control of elected representatives from EU partner institution. The work of the working group will coordinate the Project Management Committee (PMC). All preliminary reports and defined models will be prepared and analysed on the meetings and their short descriptions will be presented to the Steering Committee (SC) for the final qualitative review and approval.</p> <p>In parallel with the activities of WP3 will be performed activities of WP2 related to the creation of the infrastructure necessary for the full development of the academic master studies programme.</p> <p>WP3 will be completed by book curriculum for academic master's degree in DBBT.</p>	
<p>Tasks</p>	<ul style="list-style-type: none"> - Defining the principles and model for academic master studies in the field of DBBT. - Defining the teachers' competencies and learning outcomes of courses for academic master studies in the field of DBBT. - Design of new curriculum for academic master studies in the field of DBBT - Preparation of the final documentation for curriculum. - Printing the book of curriculum for academic master studies in the field of DBBT. 	
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Working Package 4: Creation of new curriculum for **vocational** master studies

<p>Description</p>	<p>The curriculum model for vocational master study in the field of DBBT will be developed. Curriculum model for vocational master studies will define precisely the content, duration and characteristics of the course. Principles and models for vocational master study curriculum will be based on the analyses performed in the WP1. For the implementation of activities in WP4 a general working group mainly consisting of personnel from VISER and HTPSZ, and other EU partner institutions will have by one representative.</p> <p>This working group will be responsible for designing a curriculum model for the vocational master studies. After defining a curriculum model for the vocational master studies, each PC with vocational studies will form a local working group in order to develop the specifics of the curriculum for that institution. Working Groups will be under the supervision and control of elected representatives from EU partner institution. The work of the working group will coordinate the Project Management Committee (PMC). All preliminary reports and defined models will be prepared and analysed on the meetings and their short descriptions will be presented to the Steering Committee (SC) for the final qualitative review and approval.</p> <p>In parallel with the activities of WP4 will be performed activities of WP2 related to the creation of the infrastructure necessary for the full development of the academic master studies programme.</p> <p>WP3 will be completed by book curriculum for academic master's degree in DBBT.</p>
<p>Tasks</p>	<ul style="list-style-type: none"> - Defining the principles and model for academic vocational studies in the field of DBBT. - Defining the teachers' competencies and learning outcomes of courses for vocational master studies in the field of DBBT. - Design of new curriculum for academic vocational studies in the field of DBBT - Preparation of the final documentation for curriculum. - Printing the book of curriculum for academic master studies in the field of DBBT.

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Working Package 5: Implementation of master academic and vocational studies curricula

Description	<p>In this WP will be executed enrolment of students to academic and vocational master studies in the field of DBBT. The enrolment will be executed according to the standard PC HEIs procedures. Students will have to pass qualification exam. The studying includes teaching, learning, exercising, evaluation and passing the exams. During this process students will have opportunity to be trained in the DBBT laboratory. The best students from each PC HEI will visit EU partner HEIs, attend to lectures and compare acquired knowledge with the knowledge and skills of colleagues from EU. Also, by two students from each WB HEI will visit UPKM to be present on lectures of new study programme. During the studying, the professors from the partners' institutions and professionals from the business partners will transfer their experience and knowledge on some lectures.</p> <p>At the end of semester it will be organised the survey for the students' feedback on quality of academic and vocational study programmes. In this WP it will be monitored how students are educated by organising the student internship to the partners from business. The duration and the number of credit numbers for this activity will be harmonised with international recommendation and National certification body. The quality of this WP will be monitored also by WP6.</p>
Tasks	<ul style="list-style-type: none"> - Enrollment of students to academic and vocational master studies. - Implementation of academic and vocational master study programmes. - Analysis of the students' feedback. - Performing the students' internship with business partners. - Performing the lectures by experts from business.

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Working Package 6: Quality management and control

<p>Description</p>	<p>Quality Control and monitoring of project activities and results will be done continuously throughout the duration of the project and it will be evaluated at several levels. In the beginning of the project the quality plan will be proposed and approved. At the highest level, the quality of all phases and activities of this project will be monitored and controlled by Steering Committee.</p> <p>To ensure quality control and monitoring, written documents will follow each project activity in accordance with best practice and quality plan defined in ISO 9001: 2008. In this WP it is very important to address different aspects of quality assurance in this project:</p> <ol style="list-style-type: none"> 1) Processes and activities during the project execution, and after as a part of the project sustainability; 2) Quality of outcomes; 3) Stakeholders' and users' satisfaction of developed project results; 4) Quality of management and quality of financial management. <p>Quality assurance, control, monitoring and management are essential for high quality of project deliverables. All deliverables will be evaluated, their quality tracked and monitored and improved if it is necessary.</p> <p>Special activity within WP6 will be dedicated to the internal quality control of new study programmes.</p> <p>The quality of innovated study programmes will be controlled in detail by national accreditation body, and if eventual comments appear they will be solved.</p> <p>In order to control eligibility of financial assets the external financial control will be implemented.</p>
<p>Tasks</p>	<ul style="list-style-type: none"> - Organisation of Regular Quality Board meetings. - Development of Control quality plan. - Internal control of study programmes. - External financial control.

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Working Package 7: Dissemination

<p>Description</p>	<p>WP7 is focused on two main activities: to promote the project and its participants and to raise awareness of the public and industry about the potential benefits of the project results. One of the first tasks in this WP is creation of the project website. Special attention will be devoted to the promotion of the project on social networks such as Facebook, LinkedIn, Twitter and Google, in order to cover the larger potential audience. On created website and social networks will be presented all activities related to the project. Promotion of the project will be done through advertising on TV, Radio, Newspapers and other websites. The promotion will include public events such as international and regional ICT conferences and meetings in the WB (INFOTECH, INDEL, YU INFO, TELFOR, BIHTEL, ICAT, ETRAN, ICEST), job fairs, roundtables and more.</p> <p>Within this WP, special attention will be paid to promoting the development of academic programs among potential students. It will be organized visits to higher education institutions in the WB region in order to promote academic and vocational master studies in the field of DBBT. Promotions in HEIs will perform teachers, students and professionals from the business. Visits to HEIs will be recorded and displayed on the Internet.</p>
<p>Tasks</p>	<ul style="list-style-type: none"> - Promotion of internal meetings in the higher education partner institutions - Development and maintenance of website promotion and social networks. - Preparation and production of promotional materials. - Promotion at public events (ICT conferences and meetings, fairs of employing). - Promotion to higher education institutions in WB countries.

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Working Package 8: Exploitation of results

<p>Description</p>	<p>In the scope of WP8 the accreditation of the master study programme for academic and vocational master studies in the field DBBT shall be performed by the National Accreditation Agency. Accreditation will be carried out according to the ECTS credits. Activities related to accreditation will be conducted in accordance with national, regional and international standards, procedures and recommendations. Academic sustainability will be achieved by establishing procedures and recommendations for continuing improvement of the developed curricula. Permanent teachers' education strategies will be adopted. Financial sustainability will be achieved through collaboration with providers of scholarships. Financial sustainability after project completion will be implemented through the provision of scholarships to the best students from the government and business enterprises, and attempts for inclusion of these study programs in existing government financial programs. Study programs will also have own financial resources when students who are not financed from the state budget or scholarship will have to pay by themselves.</p> <p>It is planned signing of protocol on long-term cooperation of higher education institutions and commercial enterprises, government bodies and public associations, non-governmental organizations, and others.</p>
<p>Tasks</p>	<ul style="list-style-type: none"> - Accreditation of developed academic and vocational master study programmes in the field DBBT with ECTS credit scoring - Ensuring the sustainability of the academic programs of study - Providing financial sustainability of study programmes through cooperation with providers of scholarships. - Signing of an agreement on long-term cooperation of higher education institutions and all relevant stakeholders. - Providing support from relevant state authorities.

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Working Package 9: Project management

<p>Description</p>	<p>Project management will focus on how the project is progressing in terms of expenditure, use of resources, implementation of activities, delivery of results and the management of risks. In order to achieve defined goals of the project, the project team will systematically collect, analyse and use relevant information about project progress. Regular reviews will provide an opportunity to reflect on progress, agree on the content of progress reports and follow-up action required. Intensive communication is the critical factor in efficient and effective leadership.</p> <p>Project management structure will be defined and organised on 2 separate levels with intensive and defined connections and interfaces between these two levels in order to achieve proper project management.</p> <p>The major decision-making body of the project will be the Steering Committee (SC). Steering committee will consist of one of most experienced representative of each EU and WB partner institution in management.</p> <p>The SC and Project Management Committee (PMC) will make organisational and operative decisions. PMC will coordinate day-to-day management with local managers. In this way it will be possible to achieve appropriate balance between delegation of responsibilities and maintaining overall control of project staff performance. It is obvious that management of the project will have matrix organisational structure appropriate for the effective and efficient management.</p> <p>PCB will meet four times a year, while SC will meet twice a year. Between "live" meetings, online meetings will be held whenever necessary.</p> <p>Special attention in project implementation will be given to risk management. Risks will be identified, prioritised, managed and controlled in every phase of the project.</p> <p>This WP also includes reporting and communication with national and international ERASMUS offices.</p> <p>Work on this organization and coordination of project activities will result in reports.</p>
<p>Tasks</p>	<ul style="list-style-type: none"> - Organisation of Regular Steering Committee meetings. - Organisation of Regular Project Management Committee meetings. - Development of guidelines on the project management and reporting. - Day-to-Day koordination activities. - Producing the project Interim Report. - Producing the project Final Report

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