## PROJECT TIMESHEET

| | |
|---|---|
| Project number : | 561688-EPP-1-2015-1-XK-EPPKA2-CBHE-JP |
| Surname : | Veinović |
| First Name : | Mladen |
| Institution : | SINGIDUNUM University |
| Country : | Serbia |
| Position : | Vice dean |
| Staff Category [1] : | Manager |

| Year | Month | Number of Days | Work Package | Description of tasks performed and outputs produced |
|---|---|---|---|---|
| 2018 | May | 1 | Quality | 5.4. Monitoring the first generation of students and 5.5. analysis of the students feedback: Management and quality control |
| 2018 | June | 3 | Management | 5.6. Organisation of students practice with bussiness partners; 6.1. regular quality board meetings; 6.4. Internal evaluation of project-management and quality control |
| 2018 | July | 2 | Management | 7.1. Making plan for promotion of internal meetings in partner institution; 7.2. promotion on Website&Social Network;7.3. Promotion in WB HEIs |
| 2018 | October | 2 | Management | 8.2. Creation of academic sustainability plan management; 8.3. Creation of financial sustainability plan management;9.4. day to day coordination |
| 2018 | November | 1 | Management | 5.3. Control of implementation of academic study programme |
| 2018 | December | 1 | Management | 5.3. Control of implementation of academic study programme |

| | |
|---|---|
| Total days: | 10 |

[1] Please refer to Section 3.3.1.1 (Staff costs) of the Guidelines for the Use of the Grant. Time-sheets have to be attached to each Staff convention.

Signature of the staff member :

Signature of the person responsible in the institution (where the staff member is employed) :

УНИВЕРЗИТЕТ СИНГИДУНУМ IV БЕОГРАД