



**EUROPEAN COMMISSION**

**Directorate-General Education and Culture**

# **Tempus application form Joint European Project 2006**

***Russian Higher Education in Information Technology:  
an international approach***

***JEP\_27211\_2006***

## SUBMISSION PROCEDURE

**Please read the following explanations and instructions concerning the submission of the proposal carefully.**

- Only applications using the correct form will be accepted and processed.
- Before completing the form, please read the relevant sections in the Guide for Applicants, which can be obtained from the Tempus website at the following address: <http://ec.europa.eu/tempus>.
- In the “get involved” section of the website (Actions ≥ Get involved ≥ Application forms) applicants will find the “Frequently Asked Questions” for grant applicants, which is a helpful tool providing relevant answers to the questions arising during the preparation of an application.
- For a better understanding of the administrative approaches used once a project has been selected, applicants are also advised to consult the “manage your project” section of the website (Actions ≥ Manage your project), where the contractual documents and “Frequently Asked Questions” for grant holders can be found.
- The application must be word-processed, using a computer. Hand written applications will not be accepted. Please note that the version of the application sent by e-mail is the authentic one and will be used for assessment purposes; changes made after the submission will not be accepted and considered.
- Applicants should use as application language the operational language of communication between the institutions involved in the project.
- **Applications must be sent by e-mail, while all signed original supporting and administrative documents must be sent by registered mail in one package (documents sent separately will not be accepted) at a later deadline.** Applications sent by post or fax and supporting and administrative documents sent by e-mail (as PDF documents) or fax will not be accepted.
- The deadline for submission by e-mail is 15<sup>th</sup> December 2006, 23:59 Central European Time. Applicants are strongly advised not to leave the submission of their applications until the last possible moment. Applicants should consider that problems arising can only be dealt with during of-office hours and that technical support will be guaranteed until 16:00 (Central European time) on 15 December 2006. Applicants are therefore strongly advised to submit applications in a timely manner.
- Sections of the application that are not available electronically such as endorsement letters and CVs of external experts do not need to be sent by e-mail.
- The e-mail-based applications must be sent to:

**[JEP2006@etf.europa.eu](mailto:JEP2006@etf.europa.eu)**

- Following the submission of the application by e-mail, applicants will receive an electronic acknowledgement of receipt by 19<sup>th</sup> of December 2006 at the latest, indicating the registration number assigned to the application. This acknowledgement will be sent to the e-mail address from which the application has been submitted.

- The registration number must be indicated in the cover letter accompanying the supporting and administrative documents to be dispatched by post and used in all future correspondence about the project.
- Applicants should not staple the original supporting and administrative documents and should ensure that the reference numbers indicated on the endorsement letters are in accordance with the ones used in section II.
- The deadline for submission of the original supporting and administrative documents is 5<sup>th</sup> January 2007 (date as per post mark). **Only those supporting and administrative documents accompanied by a cover letter referring to a valid registration number will be accepted.** Please note, that applicants will not receive an acknowledgement of receipt for their original supporting documents. However, applicants will be contacted in case these documents should not have reached the ETF by the 01<sup>st</sup> of March 2007.
- The signed original supporting and administrative documents and two copies thereof must be sent in the same envelope, using registered mail to:

**EUROPEAN TRAINING FOUNDATION  
TEMPUS DEPARTMENT – SELECTION TEAM  
JEP APPLICATION DEADLINE OF 15/12/06  
VIALE SETTIMIO SEVERO, 65  
10133 TORINO  
ITALY**

- The original supporting and administrative documents and copies dispatched by post must contain the signed declaration, all the endorsement letters and curricula vitae in case of proposed individual experts as well as the signed legal entity and financial identification forms.
- Applicants should be aware that only postal or courier registration slips indicating the project registration number will be accepted as proof of dispatch.
- Applicants should be aware that upon completion of the selection procedure **all** communication concerning this application (such as information on the decision, the provision of feedback to unsuccessful applicants, etc.) will **solely** take place with the person indicated in this application as “grant applicant” (reference number 1 in section II).
- The information provided in the application is subject to EU legislation on protection of personal data and confidentiality of information. For further information, please check: <http://www.etf.europa.eu/website.nsf?OpenDatabase&Content=http://www.etf.europa.eu/website.nsf/pages/Legal+notice?openDocument&LAN=EN>

## THE APPLICATION FORM

This application form contains features that allow the automatic transfer of information into the database used for the selection and narrows down the possibility of applicants' possible mistakes.

Applicants will find below some explanations on the structure of the form as well as some hints on how to fill it in. Should you nevertheless encounter any problems, do not hesitate to contact the Tempus Department of the European Training Foundation for prompt support, at the following e-mail address: [Tempus\\_IT\\_Team@etf.europa.eu](mailto:Tempus_IT_Team@etf.europa.eu)

### How to complete the form:

The structure of the following sections of this form is protected.

- Section I, Declaration
- Section II, Basic Data of the Project, List of Consortium Members
- Section IV, Summary of the Project
- Section V, Funding requirements
- Section VI, Administrative Documents: Legal entities, Financial identification

Applicants are allowed to fill in only the specific fields, which are **highlighted in grey** while the rest of the form is not editable. There are **free-text fields**, where any text can be inputted (ex: <<Example text field>>), and **selection fields**, where you will have to select from a list of predefined values (ex. <<Please select a value>>). As a general rule, in order to type into a field or to select a tick box, click on it with your mouse. You can also easily move from one field to the next using TAB or arrow keys.

In case the requested information is to be provided in the form of a list, you can start a new line after each individual entry by clicking on the "enter" key, within the same field, as in a normal "word" document.

Please note that some fields are automatically filled-in based on your input in other fields. For instance, you will only have to input the project title once on the cover page, and it will be displayed in all other sections of the application requesting this information. In general, you should always fill in the first field, requesting the information, which will then be copied into subsequent sections. We therefore recommend that you fill in the form starting from the cover page.

In order to ease the navigation in the application form, we recommend using the Document Map feature (from MS Word menu, "View" → "Document Map")

Beside these general hints please take the following issues regarding the different sections of the form into account:

### - Section II, List of consortium members:

The form includes a limited number of "boxes" for participating consortium members and individual experts. Should you plan to involve more consortium members and/or individual experts, please insert their data in the field called: "*Contact details for further consortium members*" and "*Contact details for further individual experts*" including the same information as for the protected "boxes".

### - Section V, Funding requirements:

The Summary table n°8 ("*Summary of project funding requirements*") will be automatically filled in with the total costs of each heading in the relevant tables n° 1-6.

Furthermore, within table n°8, the percentage of co-financing of the project will be verified automatically, once the amount to be co-financed is inserted in the proper field in table n°7.

**SECTION I: DECLARATION***To be completed by the Grant Applicant*

The following should be signed by the grant applicant *and* by the legal representative of the grant applicant's institution. *Please note that the Applicant Higher Education Institution must be based in the European Union.*

1. We have stable and sufficient resources of funding to maintain our activities throughout the period during which the project is carried out;
2. We are not bankrupt or being wound up, are not having our affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not subject of proceedings concerning those matters, and are not in any analogous situation arising from a similar procedure provided for under national legislation or regulations;
3. We have the professional competencies and qualifications required to complete the proposed project;
4. We have not been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
5. We have not been convicted of an offence concerning their professional conduct by a judgement which has the force of res judicata;
6. We have not been subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
7. Following an award procedure financed by the Community budget, we have not been declared to be in serious breach of contract for failure to comply with the contractual obligations;
8. We have fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed.

**We, the undersigned, certify that the information given above and in the following project proposal is correct to the best of our knowledge, and that the proposal has been endorsed by the relevant authorities representing the consortium members.**

**We, the undersigned, have taken note that if found guilty of false declarations will receive financial penalties in proportion to the value of the grants in question.**

<b>Title of the project:</b>		<i>Russian Higher Education in Information Technology: an international approach</i>	
<b>Ref. Nr. 0 - Legal Representative of the Applicant Higher Education Institution:</b>		<b>Official stamp or seal of the Applicant Higher Education Institution:</b>	
First name and surname: John Rushforth			
Place: Bristol Date:			
Position: Deputy Vice-Chancellor			
Signature:			
<b>Ref. Nr. 1 - Grant Applicant:</b>			
First name and surname: Stephen Ryrie			
Signature:			
Place: University of the West of England	Date: 15 December	<b>Application Number:</b> (Registration number obtained after submission)	

## SECTION I: ENDORSEMENT LETTERS

- All **consortium members** (except the Grant Applicant's Higher Education Institution) must submit an endorsement letter to confirm their role and willingness to participate in the project; these must be submitted together with the other supporting and administrative documents by the deadline.

Applicants should follow the model below.

### MODEL ENDORSEMENT LETTER

#### *OFFICIAL HEADED PAPER OF THE CONSORTIUM MEMBER*

OBJECTIVE: ENDORSEMENT OF THE TEMPUS PROJECT: (FULL TITLE OF THE PROJECT)

CONTENT: *Give details of the application, confirming the support of the consortium member for the project. Specify the role of the consortium member in the project and give details on the contact person.*

*For a partner country consortium member indicate how the project fits into the development strategy of the consortium member in the context of the reform of the higher education system.*

*Please insert a confirmation sentence stating that the consortium member has read the whole application, including the financial details, and is aware of the specific role it will have in the project.*

SIGNATURE of the person legally authorised to represent the consortium member

POSITION of the person legally authorised to represent the consortium member

DATE: please remember that the date must be subsequent to the previous Joint European Project application deadline.

OFFICIAL STAMP or SEAL of the consortium member

- For each proposed **individual expert**, a summary CV (maximum of 2 pages) must be included. The CV has to make explicit reference to the expertise to be provided in the framework of the given Joint European Project proposal.

**SECTION II: BASIC DATA ON THE PROJECT**• **Title of the project:**

<i>Russian Higher Education in Information Technology: an international approach</i>
--------------------------------------------------------------------------------------

• **Acronym of the project:**

ITAPP
-------

• **Specific Objectives of the project:**

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>1. Development of Bachelors and Masters curricula in Information Systems &amp; Technology based on ECTS</li> <li>2. Implementation of modern educational technologies and methods into Russian universities</li> <li>3. Implementation of modern quality management into IT education in Russia</li> <li>4. Creation of the Centre for Excellence in Higher Education in Information Technology in Russia and a Joint International Educational Commission for IT</li> </ol> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

• **Partner country/ies involved:** (Please tick  the relevant box/es)

CARDS			
<input type="checkbox"/>	MK – former Yugoslav Republic of Macedonia	<input type="checkbox"/>	ME – Montenegro
<input type="checkbox"/>	AL – Albania	<input type="checkbox"/>	RS – Serbia
<input type="checkbox"/>	BA – Bosnia and Herzegovina	<input type="checkbox"/>	1244 – Kosovo
<input type="checkbox"/>	HR – Croatia		

Takis			
<input type="checkbox"/>	AM – Armenia	<input checked="" type="checkbox"/>	RU – Russian Federation
<input type="checkbox"/>	AZ – Azerbaijan	<input type="checkbox"/>	TJ – Tajikistan
<input type="checkbox"/>	BY – Belarus	<input type="checkbox"/>	TM – Turkmenistan
<input type="checkbox"/>	GE – Georgia	<input type="checkbox"/>	UA – Ukraine
<input type="checkbox"/>	KZ – Kazakhstan	<input type="checkbox"/>	UZ – Uzbekistan
<input type="checkbox"/>	MD – Moldova		

MEDA			
<input type="checkbox"/>	EG – Egypt	<input type="checkbox"/>	MA – Morocco
<input type="checkbox"/>	IL – Israel (on a self-financing basis only)	<input type="checkbox"/>	SY – Syria
<input type="checkbox"/>	JO – Jordan		

Has the grant applicant institution (Ref. No.:0) previously acted as a grant holder / contractor for a European Commission grant / contract? (Please select from the button below.)

<b>Yes</b>
------------

If yes, please provide the registration number of the most recent grant agreement / contract:  
CINEFOGO Network, Framework 6 (Citizenship and Governance)

Please specify with which Directorate General of the European Commission the project had been carried out:  
Research

- **Subject area code:** *(Please refer to the Guide for Applicants Glossary of Codes and to Priorities for the partner countries in order to find out about the code for the relevant subject area, in line with the priorities for the partner country/ies involved). Please insert ONE code only*

<<530>>

**The proposal had already been submitted in a previous call:**  **Yes**

*If yes, please provide the registration number:*

1. 26147-2005
- 2.
- 3.

- **Individual Mobility Grants related to this proposal:** *(Please list any Tempus Individual Mobility Grant funded in the last 12 months in which any of the consortium members has been involved)*

IMG –		IMG -		IMG –
IMG -		IMG -		IMG -
IMG –		IMG –		IMG -

- **Reference number of previous Tempus projects in which consortium members have been involved** (if any):

JEP - 23094-2002		JEP - 12418-97		JEP – S11016
JEP – 25020-2004		JEP – 10356-97		JEP – S07215
JEP - UM 13188-98		JEP - 10040-95		JEP - S04854

- **Language of application and of future correspondence:** *(Please select from the list below)*

**English(E)**

- **Type of the project:** *(Please select from the lists below)*

**Curriculum Development (CD)**

**Only projects with a 2 years duration may be submitted for this selection round.**

## SECTION II: LIST OF CONSORTIUM MEMBERS

- **Consortium members involved in the project:** (Please include data on all consortium members involved in the project. Refer to the Guide for Applicants, “Glossary of codes” (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used.)

<b>Reference number: 0 – Legal representative of the applicant higher education institution</b>					
<i>(same person as listed in the declaration under Ref. nr. 0)</i>					
<i>Title:</i>	<b>Mr.(M)</b>				
<i>First name:</i>	John	<i>Surname:</i>	Rushforth		
<i>Function at organisation:</i>	Deputy Vice-Chancellor				
<i>Name of the organisation:</i>	University of the West of England, Bristol				
<i>Type of organisation:</i>	<b>University (U):</b>				
<i>Erasmus University Charter N°</i>					
<i>Legal Status:</i>	<b>Public Sector(PS)</b>				
<i>Faculty:</i>					
<i>Department:</i>					
<i>Country*:</i>	UK	<i>Postal code:</i>	BS16 1QY		
<i>Town:</i>	Bristol	<i>CEDEX</i>			
<i>Address:</i>	Frenchay Campus, Coldharbour Lane				
<i>Phone:</i>	<i>Country code:</i>	44	<i>City Code:</i>	117	<i>Phone Nr.:</i> 3282202
<i>Fax:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Fax. Nr.:</i>
<i>E-mail:</i>					

<b>Reference number: 1 – Grant applicant</b>					
<i>(same person as listed in the declaration under Ref. nr. 1)</i>					
<i>Title:</i>	<b>Mr.(M)</b>				
<i>First name:</i>	Stephen	<i>Surname:</i>	Ryrie		
<i>Function at organisation:</i>	Associate Dean				
<i>Name of the organisation:</i>	University of the West of England, Bristol				
<i>Type of organisation:</i>	<b>University (U)</b>				
<i>Legal Status:</i>	<b>Public Sector(PS)</b>				
<i>Faculty:</i>	Computing, Engineering & Mathematical Sciences				
<i>Department:</i>					
<i>Country*:</i>	UK	<i>Postal code:</i>	BS16 1QY		
<i>Town:</i>	Bristol	<i>CEDEX</i>			
<i>Address:</i>	Frenchay Campus, Coldharbour Lane				
<i>Phone:</i>	<i>Country code:</i>	44	<i>City Code:</i>	117	<i>Phone Nr.:</i> 3283150
<i>Fax:</i>	<i>Country code:</i>	44	<i>City Code:</i>	117	<i>Fax. Nr.:</i> 3282734
<i>E-mail:</i>	stephen.ryrie@uwe.ac.uk				

\* Refer to the Guide for Applicants, “Glossary of codes” (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

<b>Reference number: 2 – Grant co-ordinator</b>						
<i>(fill in only if different from above, otherwise, please leave this section blank)</i>						
<i>Title:</i>	<b>Mrs.(F)</b>					
<i>First name:</i>		<i>Surname:</i>				
<i>Function at organisation:</i>						
<i>Name of the organisation:</i>						
<i>Type of organisation:</i>	<<Click here to select>>					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>		<i>Postal code:</i>				
<i>Town:</i>		<i>CEDEX</i>				
<i>Address:</i>						
<i>Phone:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Phone Nr.:</i>	
<i>Fax:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Fax. Nr.:</i>	
<i>E-mail:</i>						

<b>Reference number: 3 – Contact person of consortium member</b>						
<i>Title:</i>	<b>Mrs.(F)</b>					
<i>First name:</i>	Olga	<i>Surname:</i>	Dolinina			
<i>Function at organisation:</i>	Head of International Relations, Head of Applied Information Technologies Dep.					
<i>Name of the organisation:</i>	Saratov State Technical University					
<i>Type of organisation:</i>	<b>University (U)</b>					
<i>Faculty:</i>	Applied Information Technologies					
<i>Department:</i>						
<i>Country*:</i>	RU	<i>Postal code:</i>	410054			
<i>Town:</i>	Saratov	<i>CEDEX</i>				
<i>Address:</i>	St.Polytechnicheskaya, 77					
<i>Phone:</i>	<i>Country code:</i>	7	<i>City Code:</i>	8452	<i>Phone Nr.:</i>	506848
<i>Fax:</i>	<i>Country code:</i>	7	<i>City Code:</i>	8452	<i>Fax. Nr.:</i>	506848
<i>E-mail:</i>	olga@sstu.ru					

\* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

<b>Reference number: 4 – Contact person of consortium member</b>						
<i>Title:</i>	<b>Mr.(M)</b>					
<i>First name:</i>	Oleg	<i>Surname:</i>	Protalinsky			
<i>Function at organisation:</i>	Director of the Institute Of IT & Communication					
<i>Name of the organisation:</i>	Astrakhan State Technical University					
<i>Type of organisation:</i>	<b>University (U)</b>					
<i>Faculty:</i>	Institute Of IT & Communication					
<i>Department:</i>						
<i>Country*:</i>	RU	<i>Postal code:</i>	414025			
<i>Town:</i>	Astrakhan	<i>CEDEX</i>				
<i>Address:</i>	st.Tatisheva, 16					
<i>Phone:</i>	<i>Country code:</i>	7	<i>City Code:</i>	8512	<i>Phone Nr.:</i>	559449
<i>Fax:</i>	<i>Country code:</i>	7	<i>City Code:</i>	8512	<i>Fax. Nr.:</i>	250923
<i>E-mail:</i>	prot@astu.org					

<b>Reference number: 5 – Contact person of consortium member</b>						
<i>Title:</i>	<b>Mr.(M)</b>					
<i>First name:</i>	Leonid	<i>Surname:</i>	Bobrov			
<i>Function at organisation:</i>	Vice-rector in international affairs					
<i>Name of the organisation:</i>	Novosibirsk State University of Economics and Management					
<i>Type of organisation:</i>	<b>University (U)</b>					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>	RU	<i>Postal code:</i>	630099			
<i>Town:</i>	Novosibirsk	<i>CEDEX</i>				
<i>Address:</i>	st.Kamenskaya 56					
<i>Phone:</i>	<i>Country code:</i>	7	<i>City Code:</i>	3832	<i>Phone Nr.:</i>	245955
<i>Fax:</i>	<i>Country code:</i>	7	<i>City Code:</i>	3832	<i>Fax. Nr.:</i>	245955
<i>E-mail:</i>	bobrov@nsaem.ru					

\* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

<b>Reference number: 6 – Contact person of consortium member</b>						
<i>Title:</i>	<b>Mr.(M)</b>					
<i>First name:</i>	Juri	<i>Surname:</i>	Kiho			
<i>Function at organisation:</i>	Head of Department of Software systems					
<i>Name of the organisation:</i>	Tartu University					
<i>Type of organisation:</i>	<b>University (U)</b>					
<i>Faculty:</i>	Institute of Computer Science					
<i>Department:</i>						
<i>Country*:</i>	ES	<i>Postal code:</i>	50090			
<i>Town:</i>	Tartu	<i>CEDEX</i>				
<i>Address:</i>	Ulikooli 18					
<i>Phone:</i>	<i>Country code:</i>	372	<i>City Code:</i>	737	<i>Phone Nr.:</i>	5474
<i>Fax:</i>	<i>Country code:</i>	372	<i>City Code:</i>	737	<i>Fax. Nr.:</i>	5445
<i>E-mail:</i>	kiho@ut.ee					

<b>Reference number: 7 – Contact person of consortium member</b>						
<i>Title:</i>	<b>Mrs.(F)</b>					
<i>First name:</i>	Barbara	<i>Surname:</i>	Kaszowska			
<i>Function at organisation:</i>	Professor Extraordinary					
<i>Name of the organisation:</i>	Opole UIniversity of Technology					
<i>Type of organisation:</i>	<b>University (U)</b>					
<i>Faculty:</i>	Faculty of Electrical Engineering, Automatic Control and Computer Science					
<i>Department:</i>						
<i>Country*:</i>	PL	<i>Postal code:</i>	45271			
<i>Town:</i>	Opole	<i>CEDEX</i>				
<i>Address:</i>	st. Mikolajczyka 5					
<i>Phone:</i>	<i>Country code:</i>	48	<i>City Code:</i>	774	<i>Phone Nr.:</i>	006286
<i>Fax:</i>	<i>Country code:</i>	48	<i>City Code:</i>	774	<i>Fax. Nr.:</i>	006286
<i>E-mail:</i>	kaszowsk@po.opole.pl					

\* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

Reference number: 8 – Contact person of consortium member						
<i>Title:</i>	<b>Mrs.(F)</b>					
<i>First name:</i>		<i>Surname:</i>				
<i>Function at organisation:</i>						
<i>Name of the organisation:</i>						
<i>Type of organisation:</i>	<<Click here to select>>					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>		<i>Postal code:</i>				
<i>Town:</i>		<i>CEDEX</i>				
<i>Address:</i>						
<i>Phone:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Phone Nr.:</i>	
<i>Fax:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Fax. Nr.:</i>	
<i>E-mail:</i>						

Reference number: 9 – Contact person of consortium member						
<i>Title:</i>	<b>Mrs.(F)</b>					
<i>First name:</i>		<i>Surname:</i>				
<i>Function at organisation:</i>						
<i>Name of the organisation:</i>						
<i>Type of organisation:</i>	<<Click here to select>>					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>		<i>Postal code:</i>				
<i>Town:</i>		<i>CEDEX</i>				
<i>Address:</i>						
<i>Phone:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Phone Nr.:</i>	
<i>Fax:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Fax. Nr.:</i>	
<i>E-mail:</i>						

\* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

Reference number: 10 – Contact person of consortium member						
<i>Title:</i>	<b>Mrs.(F)</b>					
<i>First name:</i>		<i>Surname:</i>				
<i>Function at organisation:</i>						
<i>Name of the organisation:</i>						
<i>Type of organisation:</i>	<<Click here to select>>					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>		<i>Postal code:</i>				
<i>Town:</i>		<i>CEDEX</i>				
<i>Address:</i>						
<i>Phone:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Phone Nr.:</i>	
<i>Fax:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Fax. Nr.:</i>	
<i>E-mail:</i>						

Reference number: 11 – Contact person of consortium member						
<i>Title:</i>	<b>Mrs.(F)</b>					
<i>First name:</i>		<i>Surname:</i>				
<i>Function at organisation:</i>						
<i>Name of the organisation:</i>						
<i>Type of organisation:</i>	<<Click here to select>>					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>		<i>Postal code:</i>				
<i>Town:</i>		<i>CEDEX</i>				
<i>Address:</i>						
<i>Phone:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Phone Nr.:</i>	
<i>Fax:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Fax. Nr.:</i>	
<i>E-mail:</i>						

\* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

Reference number: 12 – Contact person of consortium member						
<i>Title:</i>	<b>Mrs.(F)</b>					
<i>First name:</i>		<i>Surname:</i>				
<i>Function at organisation:</i>						
<i>Name of the organisation:</i>						
<i>Type of organisation:</i>	<<Click here to select>>					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>		<i>Postal code:</i>				
<i>Town:</i>		<i>CEDEX</i>				
<i>Address:</i>						
<i>Phone:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Phone Nr.:</i>	
<i>Fax:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Fax. Nr.:</i>	
<i>E-mail:</i>						

Reference number: 13 – Contact person of consortium member						
<i>Title:</i>	<b>Mrs.(F)</b>					
<i>First name:</i>		<i>Surname:</i>				
<i>Function at organisation:</i>						
<i>Name of the organisation:</i>						
<i>Type of organisation:</i>	<<Click here to select>>					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>		<i>Postal code:</i>				
<i>Town:</i>		<i>CEDEX</i>				
<i>Address:</i>						
<i>Phone:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Phone Nr.:</i>	
<i>Fax:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Fax. Nr.:</i>	
<i>E-mail:</i>						

\* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

Reference number: 14 – Contact person of consortium member						
<i>Title:</i>	<b>Mrs.(F)</b>					
<i>First name:</i>		<i>Surname:</i>				
<i>Function at organisation:</i>						
<i>Name of the organisation:</i>						
<i>Type of organisation:</i>	<<Click here to select>>					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>		<i>Postal code:</i>				
<i>Town:</i>		<i>CEDEX</i>				
<i>Address:</i>						
<i>Phone:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Phone Nr.:</i>	
<i>Fax:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Fax. Nr.:</i>	
<i>E-mail:</i>						

Reference number: 15 – Contact person of consortium member						
<i>Title:</i>	<b>Mrs.(F)</b>					
<i>First name:</i>		<i>Surname:</i>				
<i>Function at organisation:</i>						
<i>Name of the organisation:</i>						
<i>Type of organisation:</i>	<<Click here to select>>					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>		<i>Postal code:</i>				
<i>Town:</i>		<i>CEDEX</i>				
<i>Address:</i>						
<i>Phone:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Phone Nr.:</i>	
<i>Fax:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Fax. Nr.:</i>	
<i>E-mail:</i>						

\* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

Reference number: 16 – Contact person of consortium member						
Title:	Mrs.(F)					
First name:		Surname:				
Function at organisation:						
Name of the organisation:						
Type of organisation:	<<Click here to select>>					
Faculty:						
Department:						
Country*:		Postal code:				
Town:		CEDEX				
Address:						
Phone:	Country code:		City Code:		Phone Nr.:	
Fax:	Country code:		City Code:		Fax. Nr.:	
E-mail:						

Reference number: 17 – Contact person of consortium member						
Title:	Mrs.(F)					
First name:		Surname:				
Function at organisation:						
Name of the organisation:						
Type of organisation:	<<Click here to select>>					
Faculty:						
Department:						
Country*:		Postal code:				
Town:		CEDEX				
Address:						
Phone:	Country code:		City Code:		Phone Nr.:	
Fax:	Country code:		City Code:		Fax. Nr.:	
E-mail:						

\* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

Contact Persons of further Consortium Members
<p>Should the number of consortium members exceed 17, please use the following space to add additional members. The following information must be included for each contact person:</p> <p>Title, first and surname, position at institution, type of organisation, name of institution, name of faculty, name of department, COMPLETE address, Phone, Fax and e-mail.</p>

**List of proposed individual experts:**

Please note that individual experts **cannot come from any of the consortium member organisations**, neither as staff nor as students, as in this case they can be involved in the project directly.

<b>Reference: i – Individual expert (from non-consortium members) proposed for specific tasks in project (CV must be included of a maximum of 2 pages)</b>						
<i>Title:</i>	<b>Mr.(M)</b>					
<i>First name:</i>	Alexander	<i>Surname:</i>	Shvakov			
<i>Function at organisation:</i>	Head of Saratov Region Department of Labour					
<i>Name of the organisation:</i>	Saratov Region Department of Labour					
<i>Type of organisation:</i>	<b>Institution (I)</b>					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>	RU	<i>Postal code:</i>	410012			
<i>Town:</i>	Saratov	<i>CEDEX</i>				
<i>Address:</i>	st.Slonova,13					
<i>Phone:</i>	<i>Country code:</i>	7	<i>City Code:</i>	8452	<i>Phone Nr.:</i>	521683
<i>Fax:</i>	<i>Country code:</i>	7	<i>City Code:</i>	8452	<i>Fax. Nr.:</i>	522031
<i>E-mail:</i>	org@zanas.saratov.ru					

<b>Reference: ii – Individual expert (from non-consortium members) proposed for specific tasks in project (CV must be included of a maximum of 2 pages)</b>						
<i>Title:</i>	<b>Mrs.(F)</b>					
<i>First name:</i>		<i>Surname:</i>				
<i>Function at organisation:</i>						
<i>Name of the organisation:</i>						
<i>Type of organisation:</i>	<<Click here to select>>					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>		<i>Postal code:</i>				
<i>Town:</i>		<i>CEDEX</i>				
<i>Address:</i>						
<i>Phone:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Phone Nr.:</i>	
<i>Fax:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Fax. Nr.:</i>	
<i>E-mail:</i>						

\* Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

<b>Reference: iii – Individual expert (from non-consortium members) proposed for specific tasks in project (CV must be included of a maximum of 2 pages)</b>						
<i>Title:</i>	<b>Mrs.(F)</b>					
<i>First name:</i>		<i>Surname:</i>				
<i>Function at organisation:</i>						
<i>Name of the organisation:</i>						
<i>Type of organisation:</i>	<<Click here to select>>					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>		<i>Postal code:</i>				
<i>Town:</i>		<i>CEDEX</i>				
<i>Address:</i>						
<i>Phone:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Phone Nr.:</i>	
<i>Fax:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Fax. Nr.:</i>	
<i>E-mail:</i>						

<b>Reference: iv – Individual expert (from non-consortium members) proposed for specific tasks in project (CV must be included of a maximum of 2 pages)</b>						
<i>Title:</i>	<b>Mrs.(F)</b>					
<i>First name:</i>		<i>Surname:</i>				
<i>Function at organisation:</i>						
<i>Name of the organisation:</i>						
<i>Type of organisation:</i>	<<Click here to select>>					
<i>Faculty:</i>						
<i>Department:</i>						
<i>Country*:</i>		<i>Postal code:</i>				
<i>Town:</i>		<i>CEDEX</i>				
<i>Address:</i>						
<i>Phone:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Phone Nr.:</i>	
<i>Fax:</i>	<i>Country code:</i>		<i>City Code:</i>		<i>Fax. Nr.:</i>	
<i>E-mail:</i>						

- Refer to the Guide for Applicants, "Glossary of codes" (part IV, page 44) for the relevant codes assigned to countries, which specifies a two letter code for each country. For Kosovo -1244, the code 12 should be used

<b>List of individual experts</b>
<p>Should the number of individual experts exceed 4, please use the following space to add additional experts. The following information must be included for each contact person:</p> <p>Title, first and surname, function at institution, type of organisation, name of institution, name of faculty, name of department, COMPLETE address, Phone, Fax and e-mail.</p>

## SECTION III: PROJECT PARTICULARS

This application form requires a general understanding of the Logical Framework Matrix approach and some familiarity with the vocabulary associated with it. Applicants who have never used the approach are therefore advised to familiarise themselves with it and to consult one of the numerous handbooks available on the subject on the internet.

**Applicants should note that each proposal will be assessed on the basis of the elements included in this application only. You can include web site references in your application, but the assessment of your proposal will not be based on additional information found on a website and not contained within the application.**

**Please follow the guidelines provided in the Tempus Guide for Applicants, Part IV**

In section III you are required to provide detailed information on your project in the form of **narrative parts** and accompanying **tables**; the information provided should not be repetitive but **complementary**. In the narrative sections you are expected to describe aspects of your project from a strategic and methodological point of view whereas in the tables you are asked to enter into greater detail in relation to aspects such as expected outcomes, activities, inputs and budgetary requirements.

### III.1 BACKGROUND OF THE PROJECT

A maximum of four pages A4

#### III.1a Partner country/ies problem and needs analysis

In this section you should present the justification behind the project, clearly identifying the specific problems and/or needs on which the proposed project will focus and reasons why these have been selected. Please describe briefly how your project proposal came into being and how it was prepared.

#### III.1b Presentation of the consortium and external experts

In this section you should explain why the selected consortium members are best suited to participate in the project and describe their particular expertise in relation to the project objectives.

### III.2 THE PROJECT

A maximum of four pages A4

Having already identified the problems and needs in Section III.1a, in this narrative part you should describe the project which must be clearly and directly related to the identified problems. You must clearly indicate the working methodologies and processes to be used. Applicants should remember to include details on academic content.

### III.3 PROJECT OBJECTIVES, OUTCOMES AND ACTIVITIES (LOGICAL FRAMEWORK MATRIX – LFM)

Please use the model provided. You are expected to complete an LFM (maximum of 2 pages), which represents a synthesis of the project. Details provided in the table should complement the information previously explained in the project narrative (section III.2).

For those identified risks, which are internal to the consortium, such as for example lack of EU language skills of partner country university staff, lack of interest from students, lack of time of university teaching staff, the consortium should foresee and indicate in the application means and activities to counter-act these risks.

### III.4 Work plan

A one-page work plan for each project year should be completed. Please create additional work plan tables if further space is needed.

### **III.1 BACKGROUND OF THE PROJECT**

A maximum of four pages A4

#### **III.1a Partner country/ies problem and needs analysis:**

Please focus on the needs and constraints (a) in the Partner Country(ies), (b) at the PC higher education institution(s) - if relevant please refer to respective legislation and/or regulations. Your information should be specific to the subject of the proposal.

The IT industry today is one of the most rapidly growing industries in Russia. The RU Government has adopted the concept of Information Technologies Development for the period up to 2010, aiming to convert Russia into a high-tech country. At the same time business in Russia demands an increasing number of IT specialists. The Saratov region and Astrakhan have respectively about 35,000 and 20,000 companies (including small businesses), while Novosibirsk, which is intended to play a role as an IT business incubator for Russia, has in excess of 40,000. Hence the demand for IT specialists is more than Russian universities can meet.

The education of professional IT specialists is thus becoming a key task for Russian universities. At the same time the Bologna Process demands the updating of current IT curricula in line with international standards, the implementation of ECTS and the development of a quality management system, which will foster a significant improvement in Russian IT education and make possible the exchange of international students.

The IT professions are the most popular today among 16-18 year-old entrants to universities. At the same time research into the Russian IT labour market shows that there is a real gap between the knowledge of IT university graduates and the demands of employers. Market research in Saratov, Astrakhan, Novosibirsk in 2005-2006 showed that employers demand concrete practical IT skills in such areas as databases, net technologies, web programming and multimedia. 98% of the employers surveyed also considered knowledge in project management necessary for the modern IT engineer.

The typical structure of IT education in Russia is Engineer (5 years) + Ph.D. At present most Russian universities offer a 5 year curriculum aimed at preparing computer engineers. Emphasis is on traditional theoretical knowledge, especially in Mathematics and Physics, rather than on practical IT skills. For example, the traditional 5 year curricula for higher education in Russia include "Software Engineering", "Information Systems and Technologies" and "Computerised Systems of Control", and are more oriented towards the theories of Computing, Mathematics and Programming and Logic than towards acquiring practical skills in using modern software, software development, and project management. Usually a university graduate has to study additional professionally-based IT courses at authorised IT training centres in order to pursue a successful IT career.

One of the other problems of Russian higher education is connected with moves to decrease the number of lectures and laboratory classes and correspondingly to increase the expected amount of self-study. This requires the implementation of modern effective pedagogic strategies including e-learning and more facilitative, project-based styles of teaching.

The Russian partners in the proposed project provide IT curricula (in the field known as "Information Systems & Technologies") typical of Russian universities; they thus face problems typical of the whole country in preparing IT specialists. These problems can be addressed by replacing the existing 5-year curricula with Bachelors and Masters curricula and implementing the ECTS, including an appropriate approach to quality management. More specifically the Bachelor's

curriculum should emphasise practical skills in IT and independent learning skills, and a Master's curriculum should emphasise project management and research skills. Implementation of ECTS will permit the organisation of international student exchange and the issue of joint diplomas for graduates.

It is intended that the project will draw on existing international educational experience in IT education, itself deriving from the international nature of IT business. RU and EU universities will take concrete steps towards joint curricula in IT, credit (ECTS) recognition and further mutual recognition of diplomas. The long-term objective of the project is to develop a strategy for higher education in IT in Russia based on international experiences, to bridge the gap between university education and market needs and to provide recognition of Russian graduates both locally and internationally.

The proposed International Centre for Excellence in IT Education will disseminate the new strategy for IT education, including updated curricula, to other Russian universities and will assist mutual recognition of credits and degrees. Web resources will help to enhance global communication within the education and IT communities.

### **III.1b Presentation of the consortium:**

Please focus on the elements which are essential for the project (particular expertise, relevant previous experience and contacts beneficial to the project). In case of involvement of external experts, please make reference to their specific expertise and contribution to the project.

Saratov State Technical University (SSTU), Astrakhan State Technical University (ASTU), Novosibirsk State University in Economics and Management (NSUEM) and Tartu University (TU) had significant cooperation in IT before "perestroyka" and this project is regarded by all RU Partners and TU as a chance to rebuild university relations on a new basis.

SSTU, ASTU, NSUEM have continued to collaborate in IT education and research through, for example, joint IT Dissertation Councils. The partnership between SSTU and ASTU within the Tempus project 23094-2002, "Development of the system of professional additional education in the Volga Region", resulted in successful international collaboration.

Each of the partners individually has made much progress in the sphere of IT education and distance learning. Tartu University (TU) has participated in Tempus projects concerning IT education (JEP-06145, CME-01011-95, CME-2078-96, JEP-12418-97, UM\_13188-98). Opole University of Technology (OUT) and the University of the West of England (UWE) have been involved in EU projects with Russia and have also been active participants in Tempus projects. Collectively all partners are committed to work together to implement the proposals described in this application.

The initial idea for this project was suggested by SSTU through the International Network of Engineering Education and Research (iNEER) in 2005. An analysis by SSTU of new trends in the development of IT business, an evaluation of the main problems facing modern higher IT education in Russia, and a recognition of the need to restructure Russian IT education in line with the Bologna Declaration, led to discussions with TU, OUT, and UWE at the international iNEER conferences in 2004 (Ostrava, Czech Republic), 2005 (Taipei, Taiwan) and 2005 (Gliwice, Poland). The proposal was discussed inside Russia during meetings of SSTU, ASTU, NSUEM which took place at SSTU in May and October 2005. In 2005 the proposal was submitted to Tempus but did not get funding. In 2006, after further research into the IT market in Russia, it was decided to improve the proposal.

There were then mutual visits (SSTU to UWE and UWE to SSTU) where issues were further explored.

The final project proposal was finalized at a meeting of the steering committee of the partnership in Saratov in November 2006.

The characteristics of each of the partner institutions are now considered in turn:

### 1. Saratov State Technical University (SSTU)

SSTU (founded in 1930) is the largest technical university in provincial Russia. Today SSTU has more than 25000 students and offers higher degrees in 56 fields. SSTU has successfully participated in TEMPUS/TACIS programs: Pre-JEPs 00236-93, 03208-96 and JEPs 10040-95, 10356-1999, 23094-2002, 25020-2004, SCM TO34A05 and projects supported by IREX, Eurasia, Bridge. In doing so, SSTU has developed close relations with universities in Germany, Belgium, Ireland, Denmark, UK, Sweden, the Netherlands, Spain, France, Norway, Portugal, Switzerland, USA, Taiwan and India. SSTU's successful implementation of international projects and experience in training specialists for developing countries means that it is recognized as one of the prominent centres of international cooperation in provincial Russia. In 1995 SSTU was distinguished with the status of UNESCO Excellence Center among Russian universities.

SSTU provides five-year curricula in the field of IT: Information Systems & Technologies, Software Engineering, Applied Informatics, Computerised Systems & Technologies, Technical Cybernetics. It has more than 600 graduates in IT each year; most of them find employment in the Saratov region but 10-20% go to work to Moscow or St.Petersburg. Since 1998 SSTU has had strong relations with international software and hardware development companies such as Microsoft, HP, Toon Boom Technologies and Aptech World-Wide. This makes it easier for modern software development courses to be included in curricula. Since 2004 SSTU has taken part in a pilot Federal Russian State Programme for the implementation of ECTS. In order to provide an opportunity for international experience, the International Educational Centre (IEC) was established in 1998. This focusses on computer technologies within an international context. Given this experience in IT education and in international projects, SSTU is well placed to play the role of parent university for the Russian partners.

Dr.Olga Dolinina, head of both IEC and Applied Information Technologies and International Relations at SSTU, is very experienced in coordinating national and international IT projects. She will coordinate the activities of the RU partners. She is also an author of articles and books devoted to the methods used in Russian higher education in IT.

### 2. Astrakhan State Technical University (ASTU)

Astrakhan State Technical University is the largest technical higher educational institution on the Lower Volga. ASTU, with over 800 students, provides training in more than 50 specialities, 20 major fields, various Bachelor's and Master's programmes and 30 doctoral qualifications. It is responsible for the education of IT specialists for the whole Caspian Region and offers such courses as: Applied Informatics, Information Systems and Technologies, Integrated Information Security of Automated Systems, Communication Networks and Systems of Commutation, Mobile Devices of Communication, Computer Science and Management in Engineering Systems, Computing Machines, Complexes, Systems and Networks.

ASTU has broad experience of international cooperation in the field of educational services. It was a participant with other universities of the Prikaspy region in the Tempus project

«Euro-Caspy Regional Network of Universities» (2001-2003). Together with SSTU, it was also involved in a Tempus project which aimed to develop a system of continuous education (JEP 23094-2002). Prof. Oleg Protalinsky, director of the Institute of IT & Telecommunication, will be responsible for the project at ASTU.

### 3. Novosibirsk State University of Economics & Management (NSUEM)

NSUEM is one of the largest state Universities of Western Siberia, having almost 40 years' experience of preparing specialists in areas such as economics, management, computer science, international relations and law. NSUEM has a large network of branches and institutions located in Western Siberia, Republic Altai, Republic Hakasiya, Altai region, Tomsk and Kemerovo regions, and also in Republic Saha Yakutia (Yakutsk) and Republic Buryatiya (Ulan-Ude). About 15 thousand students attend the University. NSUEM actively fosters international communication and has agreements for cooperation with more than 30 foreign universities and with other organizations in, for example, USA, Germany, France, Great Britain, the Netherlands, the Czech Republic, the Republic of South Africa, Chinese People's Republic, the Republic of Korea, Mongolia, and India. The Department of Applied Computer Science (DACS) provides training in a range of varied and often innovative, fields of computer science. About 100 students annually graduate from the Department. In the field of IT, NSUEM prepares engineers in “Applied Informatics”, “Applied Computer Sciences” and “Information Systems & Technologies”.

### 4. Opole University of Technology (OUT)

OUT is one of the famous Polish technical higher schools. IT education is provided by the Faculty of Electrical Engineering and Automatics which offers a full-time B.Sc. and, since 1999, a full-time M.Sc. in Electrical Engineering and M.Sc. in Computer Engineering studies. The Faculty is committed to innovation in its teaching of IT, and offers a distinctive 'serial-parallel' system which allows

students to postpone making a decision concerning the diploma desired (B.Sc. or M.Sc.) until the 6th semester, when they have already gained enough practice and experience to make the right decision, based on realistic assessment of their circumstances. The authorities of the university have always been especially keen to develop international collaboration in both research and educational programme. These include Socrates/Erasmus programmes since 2000 and cooperation with 10 countries within the Leonardo da Vinci framework. The university has also participated in the Intas research programme and has been running 2 projects under 5th EU FP.

### 5. University of West of England, Bristol (UWE)

The University of the West of England is one of the largest Universities in the United Kingdom, and offers programmes with a strong vocational emphasis. The university enjoys a high reputation for the quality of its teaching, as shown, for instance, in the outcomes of Subject Reviews by the UK Quality Assurance Agency for HE. UWE has for several years been developing its IT curricula in line with changing technologies, the needs of industry and the interests of students. As well as programmes in Computer Science and Business Information Systems the faculty runs and continues to develop new Bachelors programmes in a wide variety of applications areas of IT. In particular, UWE is one of 10 UK universities selected by E-skills UK (a public agency whose aim is to ensure the availability of graduates with skills suited to the needs of the IT industry) to offer a new Bachelor's curriculum in Information Technology for Business: this programme, which is directly related to the aims of this project, became available for the first time in 2006.

The university is distinctive in offering curricula which combine the study of technology

with that of the impact of technology on individuals and organisations. At Masters level, the Faculty offers a range of MSc programmes and is currently developing new programmes in line with market trends in IT.

UWE is experienced in Tempus activities: JEP-S11016, JEP-S07215, JEP-M11597, JEP-S04854, JEP-S07188, JEP-S08202, JEP-S12553, JEP-M07592, JEP-M009B03. The university has a number of international partners in the field of IT for credit recognition, student progression, supervision of research degrees and staff development, in China, India, Malaysia, Vietnam, Egypt, Pakistan and the USA. UWE makes considerable use of online learning using a virtual learning environment based on the Blackboard software product.

Due to its experience in development of IT curricula and in Tempus projects UWE will be the project's coordinator/contractor. Dr. Stephen Ryrie, Associate Dean of the Faculty of Computing, Engineering and Mathematical Sciences, will coordinate the project's activities. Dr Ryrie also has considerable experience in quality management in HE, and currently serves as an Auditor for the UK Quality Assurance Agency for Higher Education.

#### 6. Tartu University (TU)

TU is the national university of Estonia with a range of research interests. Its mission is to preserve and promote highly educated Estonia by engaging in internationally recognized research and providing research-based higher education. TU has 11 faculties, and a total of over 18000 students, undergraduate, Masters and Doctoral.

TU has actively participated in international projects, such as Minerva UNIVE, Comenius ECOLE, DESPRAD and the EC Copernicus project, TELRI II, involving the Nordic Graduate School on Language Technology and the Nordic Treebank Network. TU has close relations to many European universities in the UK, Germany, Switzerland, Poland, Finland, Sweden and France. It is especially experienced in the development of both international curricula in IT and a system of quality assurance, following successful Tempus projects JEP-06145, CME-01011-95, CME-2078-96, JEP-12418-97, UM-13188-98.

### **III.2 THE PROJECT**

A maximum of four pages A4

The project description should correspond to the needs identified and described under III.1a by focussing on the following points: How does your proposal solve/address these needs and constraints? Who is/are the target group/s of your project? Who are the direct/indirect beneficiaries?

The needs identified in III.1a are in summary, to develop a two level curriculum for Russian Higher Education in IT, in line with the Bologna Declaration, and an appropriate Quality Management System; to implement ECTS; to internationalise and modernise learning and teaching approaches; and thus to address the shortage of appropriately skilled IT professionals in Russia.

During the first year of the project there will be a programme of activities, including language tuition for the teaching staff from SSTU, ASTU and NSUEM, in order to prepare them for visits to EU partners. These visits will help develop an understanding of the structure and content of international IT curricula and of modern approaches to learning, teaching and quality management. Where possible partners may achieve first hand experience of others' practice, through, for example, participation in meetings, seminars and classes. Materials collected from these visits will be translated

and domesticated for Russian use and evaluated by local businesses and the two external consultants identified in section III.5.3. Teaching staff of each Russian partner institution will share the experience gained during these visits with their colleagues using a form of cascade training.

Having refined the understanding of the requirements of the Russian universities through consideration of others' experience, new curricula will be developed in consultation with local businesses and the external consultants. Russian Universities will be equipped with appropriate hardware and software and SSTU will be established as a centre for the dissemination of good practice, the SSTU Centre for Excellence in IT education.

In the second year academic and technical staff will visit EU partners, in order to study methods for the development and management of web-based electronic resources. Web-based learning materials will be developed, piloted and evaluated by partners and external consultants.

Emphasis will also be on ensuring that an appropriate Quality Management System to support the newly developed curricula is in place and on gaining appropriate accreditation. The process of disseminating the results of the project will be started through, for example, holding a conference at the SSTU Centre for Excellence in IT education.

The next section describes explicitly how each of the needs, identified above, will be fulfilled.

1. The development of the two-level curriculum and an appropriate Quality Management System

The experiences of the EU partners in developing Bachelor's and Master's degrees in the fields of Information Technology and Software Engineering will be investigated, analysed and evaluated to identify their relevance to the Russian universities. This will involve consideration of processes for curriculum design and quality management, in particular, the distinctive 'serial-parallel' system of OUT and TU's system of quality assurance.

A new two-level curricula (involving, a BSc in Information Systems and two Master programmes, MSc in Information Technology and MSc. in Software Engineering) will be developed. These programmes will address the needs identified in III.1a for curricula that emphasise practical IT and project management skills, and which also develop skills in research and independent learning. This will build on experience at UWE where an MSc Software Engineering is taught by distance learning methods using electronic resources and an MSc Information Technology uses blended learning, combining traditional and online approaches.

The new curricula will be evaluated, seeking the views of external consultants, local businesses and the Federal State Departments of Employment of Saratov, Astrakhan and Novosibirsk. They will then be presented firstly to the Academic Boards of SSTU, ASTU, NSUEM for internal assessment, and secondly to the Federal Agency of Education for evaluation and accreditation.

2. The implementation of ECTS

Again drawing on the range of partners' experience, methods of implementation of ECTS will be evaluated, in order to identify an approach that would generally meet the needs of the Russian

universities.

3. To internationalise and modernise learning and teaching approaches

This involves an evaluation of the EU partners' experience of delivering an internationally relevant IT curriculum in a manner that facilitates independent, learning and self study skills. While it will clearly be important to identify the strengths of the approaches adopted by all EU partners, UWE's experience in delivering programmes using online, distance and blended learning approaches, often to very diverse groups of students, is highly relevant.

In order to meet this need, it will also be necessary to:

- (i) equip SSTU, ASTU and NSUEM with modern hardware and software
- (ii) provide training for teachers in Russian universities in relevant learning and teaching approaches, through visits to partner institutions as described above, and through cascade training
- (iii) also to provide training to teachers and technical support staff in the development and management of web-based electronic resources, through visits and cascade training.

4. To address the shortage of appropriately skilled IT professionals in Russia.

For this need to be addressed, priority must be given to ensuring that the results of this project go beyond providing students of IT in the three Russian partner universities with an up-to-date education using modern learning and teaching methods. Rather the project should offer the potential for enduring benefits to Russian universities more broadly, through:

1. developing the SSTU Centre for Excellence in IT education for the dissemination of information on the project's activities through online conferencing and discussion forums
2. providing a consultancy service based at the Centre for the development of the best practice in IT education for Russia
3. further disseminating the project's results through a book, "Russian Higher Education in IT: an International Approach". This will describe the new internationally based approach to building a two-level IT curricula including approaches to learning and teaching and quality management.
4. an international conference in Russia at SSTU in the 10th month of the second year of the project involving at least 25 Russian technical universities, as well as colleagues from the Kazakhstan and Ukraine. The main purpose of the conference will be to disseminate the materials developed through the project, the two level IT curricula, methods for the implementation of ECTS and methods of learning, teaching and quality management. Teaching materials (to be finalized by the 9 month of the second year) will be distributed on CD at the conference.
5. setting up the Joint International Educational Commission in IT (JECIT) at the Centre, for the development of new IT courses based on international experience and principles, and of procedures for establishing mutual recognition of credits and curricula. The should create opportunities for joint degrees. The Chairman of JECIT will be elected during the conference.

The target groups of the project are:

1. Senior management and academic staff of SSTU, ASTU, NSUEM
2. Students in the IT field at SSTU, ASTU, NSUEM
3. Regional industries of Saratov, Astrakhan, Novosibirsk
4. Academic staff of IT faculties at Russian universities

Direct beneficiaries are:

1. IT faculties/departments of SSTU, ASTU, NSUEM, and hence their students

Indirect beneficiaries are:

1. Russian universities wishing to implement internationally based IT-curricula
2. Regional industries of Russia

### III.3 LOGICAL FRAMEWORK MATRIX – LFM

<p><b>Wider Objective:</b> <i>What is the overall broader objective, to which the project will contribute?</i></p> <ul style="list-style-type: none"> <li>• Internationalisation of RF universities curricula in Information Systems &amp; Technologies in accordance with the principles of Bologna Declaration</li> <li>• Improvement of the quality of higher IT education</li> </ul>	<p><b>Indicators of progress:</b> <i>What are the key indicators related to the wider objective?</i></p> <ul style="list-style-type: none"> <li>• ECTS implementation in RU universities</li> <li>• New 2-level (Bachelor/4 years, Master/2 years) curricula in IST</li> <li>• New/updated courses in the sphere of IST</li> <li>• New approach in teaching IT in Russia, based upon innovative methods of learning and teaching</li> <li>• Highly qualified teachers, aware of modern needs; educational technologies, targetting needs</li> <li>• Accreditation of the newly developed curricula by European partner universities</li> </ul>	<p><b>How indicators will be measured:</b> <i>What are the sources of information on these indicators?</i></p> <ul style="list-style-type: none"> <li>• Evaluation two/three years after the end of the project within Russia</li> <li>• Consultancy between Russian universities and Western universities</li> <li>• Increased number of students in employment</li> <li>• Signed agreements between Russian universities and Western universities based on mutual recognition of the quality of education</li> </ul>	
<p><b>Specific Project Objective/s:</b> <i>What are the specific objective/s, which the project shall achieve?</i></p> <ul style="list-style-type: none"> <li>• 1. Development of two-level (Bachelor's and Master's) curricula in Information Systems &amp; Technologies based on ECTS</li> <li>• 2. Implementation of modern educational technologies and methods into Russian higher education in IT</li> <li>• 3. Implementation of modern quality management approaches into IT-education in Russia</li> <li>• 4. Creation of the Centre of higher IT-education Excellence and Joint International Educational Commission in IT</li> </ul>	<p><b>Indicators of progress:</b> <i>What are the quantitative and qualitative indicators showing whether and to what extent the project's specific objective/s are achieved?</i></p> <ul style="list-style-type: none"> <li>• Emergence of steps for implementation of new curricula in IST</li> <li>• Innovative teaching materials of different categories (computer based, web-based, printed, cases) in IST</li> <li>• Mutual recognition of developed curricula by EU Partners and RF Partners</li> <li>• Active membership of RU and EU universities in Joint International Commission in IT</li> </ul>	<p><b>How indicators will be measured:</b> <i>What are the sources of information that exist and can be collected? What are the methods required to get this information?</i></p> <ul style="list-style-type: none"> <li>• Implementation of systems for monitoring and control</li> <li>• Evaluation of teaching materials by experts</li> <li>• Number of RU universities which introduced the new international curricula and established network by means of Joint International Educational Commission in IT</li> <li>• Number of IT graduates for regional employers in Astrakhan, Saratov Regions and Novosibirsk</li> </ul>	<p><b>Assumptions &amp; risks:</b> <i>What are the factors and conditions not under the direct control of the project, which are necessary to achieve these objectives? What risks have to be considered?</i></p> <ul style="list-style-type: none"> <li>• Readiness of students to cooperate in evaluation procedures</li> <li>• Motivation of teachers to use new educational approach</li> <li>• Support of Ministry of Education, Department of Education of Saratov, Astrakhan Regions and Novosibirsk</li> <li>• Involvement of businesses</li> <li>• Adoption by Academic Boards of Russian universities and EU universities agreements of mutual recognition of the quality of education</li> <li>• Sufficient interest in developing the subject from students, staff and business</li> <li>• All potential members have access to internet facilities</li> </ul>

<p><b>Outputs (tangible) and Outcomes (intangible):</b>  <i>Please provide the list of concrete outputs/outcomes leading to the specific objective/s, using bullet points, considering the following questions for their definition: What are the envisaged quantifiable and non-quantifiable effects and benefits of the project? What improvements and changes will be produced by the project?</i></p> <ul style="list-style-type: none"> <li>• Developed two-level curricula (Bachelor &amp; Master) for internationally recognised degrees in Information Systems &amp; Technologies for Russian higher educational system</li> <li>• Production of new teaching materials for new courses based on international standards, modern educational strategy</li> <li>• Organization of Centre for Excellence in Higher Education in IT and Joint International Educational Commission in IT</li> <li>• Implementation of Quality Management System for modern Russian higher IT-education</li> <li>• Dissemination of the project's results</li> <li>• A continuously managed project</li> <li>• Sustainability</li> </ul>	<p><b>Indicators of progress:</b>  <i>What are the indicators to measure whether and to what extent the project achieves the envisaged results and effects?</i></p> <ul style="list-style-type: none"> <li>• New two-level curricula for B.Sc. in Information Systems (IS), M.Sc. in IT, M.Sc. in Software Engineering (SE) developed according to international educational standards and ECTS implemented at SSTU, ASTU, NSUEM</li> <li>• The updated/developed course content determined for above degrees</li> <li>• 21 staff trainers available to the RU partners network for cascade training</li> <li>• 14 young teachers of SSTU, ASTU, NSUEM with understanding of modern methods for learning and teaching</li> <li>• 105 staff in RU universities ready to realise innovations in IT education</li> <li>• At least 36 new modules (6 modules in a year for Bachelor's and 9 modules for each Master's curriculum) available teaching material for blended learning (traditional and online approaches) in electronic and printed format with new curricula in IT</li> <li>• Increasing the number of annual IT graduates in Novosibirsk from 700 to 1000, in Saratov, from 400 to 800, in Astrakhan from 200 to 400</li> <li>• 3 web-technicians able to develop and support the Centre web-site</li> <li>• Web-resources of 50% annual increase</li> <li>• 14 RF Partners Senior managers guarantee the implementation of the developed curricula</li> <li>• A process of continuous quality assurance in place</li> </ul>	<p><b>How indicators will be measured:</b>  <i>What are the sources of information on these indicators?</i></p> <ul style="list-style-type: none"> <li>• Annual reports prepared by the project's team</li> <li>• Monitoring reports prepared by the external experts and each partner</li> <li>• Activities reports prepared by the project's participants</li> <li>• Experts assessment</li> <li>• Assessment of published and electronic teaching materials for new courses</li> <li>• Training activities recorded and reported to parent university (SSTU) annually</li> <li>• Number of new qualified graduates match the demand of the international and local labour market and find employment with greater ease</li> </ul>	<p><b>Assumptions &amp; risks:</b>  <i>What external factors and conditions must be realised to obtain the expected outcomes and results on schedule?</i></p> <ul style="list-style-type: none"> <li>• Motivation of SSTU, ASTU, NSUEM academic staff to participate actively in the project</li> <li>• Adoption by Academic Boards of SSTU, ASTU, NSUEM of the developed/updated curricula and teaching materials</li> <li>• Accreditation by EU Universities of the developed curricula</li> <li>• Support from Regional and Public Authorities</li> <li>• Resources for the organization of Center of Higher IT-Education Excellence</li> <li>• Demands of the international and regional labour market</li> <li>• Interest of RF universities in dissemination conferences and in joining Joint International Educational Commission in IT</li> <li>• Involvement of business</li> </ul>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p><b>Activities:</b>  <i>What are the key activities to be carried out and in what sequence in order to produce the expected results?</i></p> <ul style="list-style-type: none"> <li>• 1.1. Initial workshop at SSTU with EU Partners participation to describe existing structure of current education in IT</li> <li>• 1.2. Short target visits of SSTU, ASTU, NSUEM of senior academic and administrative staff to EU to research international structure of Bachelor's and Master's degrees in IT education, methods of training</li> <li>• 1.3. Development of the conceptual structure of the two-level curriculum in IT according to ECTS, international and local standards</li> <li>• 1.4. Training of RU Partners teaching staff in EU on development of 2-level curriculum in IT</li> <li>• 1.5. Cascade training in SSTU,ASTU, NSUEM in RU following EU visit</li> <li>• 1.6. Development/adaptation of new IT modules for 2-level IT curricula</li> <li>• 1.7. Equipping of IT</li> </ul>	<p><b>Inputs:</b>  <i>What inputs are required to implement these activities, e.g. staff time, equipment, mobilities, publications etc.?</i></p> <ul style="list-style-type: none"> <li>• Monitoring system and coordination</li> <li>• Staff time from all partners in developing learning materials</li> <li>• Training mobilities for teaching and learning</li> <li>• Qualified technicians</li> <li>• Purchasing computers, software, textbooks for management, teaching process and dissemination</li> <li>• Organizational expenditure on discussions and conferences</li> <li>• Expenditures on publishing and printing of the book</li> <li>• Materials related to Quality Assurance scheme and Accreditation</li> <li>• Mobilities for steering committee activities</li> <li>• Software development of electronic web oriented and multimedia courses</li> <li>• Dissemination activities and conference support</li> </ul>		<p><b>Assumptions, risks and pre-conditions:</b>  <i>What pre-conditions are required before the project starts? What conditions outside the project's direct control have to be present for the implementation of the planned activities?</i></p> <ul style="list-style-type: none"> <li>• Motivation of RU and EU universities staff to carry out planned activities</li> <li>• All participants attend full duration of corresponding activities</li> <li>• Support from Senior Management</li> <li>• Businesses will undertake involvement in development and evaluation of new curricula</li> </ul>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### III.4 WORKPLAN

Please use the model provided. Applicants are expected to complete a one-page work plan for each project year.

For each year of your project proposal, please complete a work plan indicating the deadlines for each outcome and the period and location in which your activities will take place.

The same reference and sub-reference numbers as used in the logical framework matrix must be assigned to each outcome and related activities.

M1 = first month of the project year; 12 M = 1 year; 4 weeks = 1 M. Please use one symbol (= / X) to represent one week.

#### WORKPLAN for ...1<sup>st</sup> project year

Activities		M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref. N° /Sub Ref. N°	Title												
<b>1</b>	<b>Developed two-level curricula (Bachelor and Master) for internationally recognised degrees in Information Systems &amp; Technologies (IST) for Russian educational system</b>	<b>O</b>											<b>O</b>
1.1	Initial workshop at SSTU with EU Partners participation to describe existing structure of currents education in IT	<b>XX</b>	<b>X</b>										
1.2	Short target visits of SSTU, ASTU, NSUEM of senior academic and administrative staff to EU to research international structure of Bachelor's and Master's degrees in IST, methods of training		<b>XX</b>	<b>XX==</b>									
1.3	Development of the conceptual structure of the two-level curricula in IST according to ECTS, international and local standards				<b>XXX</b> <b>X</b>	<b>XXX</b> <b>X</b>							
1.4	Training of RF Partners teaching staff in EU on development of 2-level curricula: B.Sc. in IS, M.Sc.in IT, M.Sc.in SE		<b>XXX</b> <b>X</b>	<b>XXX</b> <b>X</b>	<b>XXX</b> <b>X</b>	<b>===</b>							
1.5	Cascade training in SSTU,ASTU, NSUEM in RU following EU visit						<b>XX</b>	<b>X</b>	<b>X</b>	<b>XX</b>			
1.6	Development/adaptation of new IT modules in 2-level ISTcurricula						<b>XXX</b> <b>X</b>	<b>X</b>	<b>X</b>	<b>XXX</b> <b>X</b>	<b>XXX</b> <b>X</b>	<b>XXX</b> <b>X</b>	<b>XXX</b> <b>X</b>
1.7	Equipping of IT-faculties of SSTU, ASTU, NSUEM with hardware and software										<b>XXX</b> <b>X</b>	<b>XXX</b> <b>X</b>	<b>XXX</b> <b>X</b>
1.8	Accreditation of the developed curricula in Russia including consultation with local business environment												<b>XXX</b>
1.9	International accreditation of the developed curricula						<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>2</b>	<b>Production of new teaching materials for new IT-courses based on international standards, modern educational strategy</b>				<b>O</b>								<b>O</b>

Application Forms; Tempus Joint European Project – 15/12/2006

2.1	Selection, modification, translation of teaching materials in IT got at EU universities				X	==	XXX X	XXX X	XXX X	XXX X	XXX X	XXX X	XXX X
<b>3</b>	<b>Organization of Centre of Higher IT-education Excellence and Joint International Educational Commission in IT</b>									O			O
3.1	Equipping the Center with hardware, software									XXX X	XX	XXX X	XXX X
<b>4</b>	<b>Implementation of Quality Management System for modern Russian higher IT education</b>		O										O
4.1	Evaluation of the different approaches to Quality Management		XX	==	XXX X								
4.2	Seminars at SSTU, ASTU, NSUEM in Quality Management for dissemination of international experience				X	X	X						
4.3	Development of the Quality Management System for Russian higher IT-education						XXX X	X	X	XXX X	XXX X	XXX X	XXX X
<b>6</b>	<b>A continuously managed project</b>	O											O
6.1	Continuous Management process through coordination		X					X					=
<b>8</b>	<b>Quality Control and Mmonitoring</b>	O											O
8.1	Quality assurance and accreditation systems throughout the project	XXX X	XXX X	XXX X	XXX X	XXX X	XXX X	XXX X	XXX X	XXX X	XXX X	XXX X	XXX X

Starting and end date of Outcome: O

Activity carried out in the EU/Candidate Country: =

Activity carried out in the Partner Country (ies): X

**WORKPLAN for 2d project year**

Activities		M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24
Ref. N° /Sub Ref. N°	Title												
<b>1</b>	<b>Developed two-level curricula (Bachelor and Master) for internationally recognised degrees in Information Systems &amp; Technologies (IST) for Russian educational system</b>	O						O					
1.8	Assessment of the developed curricula in Russia	XXX X	XXX X	XXX X									
1.9	International accreditation of the developed curricula	XX	XX	XX	XX	XXX X	X==X	XXX X	XXX X	XXX X	XXX X		
<b>2</b>	<b>Production of new teaching materials for new IT-courses based on international standards, modern educational strategy</b>	O									O		
2.2	Development of teaching materials in electronic form and preparation for full delivery	====	XXX X	XXX X	XXX X	XXX X	XXX X	XXX X	XXX X	XXX X	XXX X		

<b>3</b>	<b>Organization of the Centre of Higher IT-education Excellence (CHITE) and Joint International Educational Commission in IT (JIECIT)</b>	<b>O</b>											<b>O</b>
3.2	Development of the Web-site	====	XXX X	XXX X	XXX X	XXX X	XXX X	XXX X	XXX X	XXX X	XXX X		
3.3	Preparation of the main directions of JECIT, criteria of membership, accreditation of JECIT in Federal Agency of Education of RF	XXX X	XXX X	XXX X	XXX X	XXX X	XXX X	XXX X	XXX X	XXX X	XXX X	XXX X	XXX X
<b>4</b>	<b>Implementation of Quality Management System for modern Russian higher IT-education</b>	<b>O</b>									<b>O</b>		
4.3	Development of the Quality Management System for Russian higher IT-education	XX	XX	XX	XX	XX	XXX X	X	X	XXX X	XXX X		
<b>5</b>	<b>Dissemination of the project's results</b>												
5.1	Organisation of dissemination conference						XX	XX	XX	XXX	XX		
5.2	Writing and publishing of book "Russian Higher Education in IT: An International Approach"	XX	XX	XX	XX	XXX X	XXX X	XXX X	XXX X	XXX X	XXX X		
5.3	Publishing and printing dissemination materials: manuals, textbooks, teachers guides for new and revised courses, issuing electronic materials on CD						XXX X	XXX X	XXX X	XXX X	XXX X		
<b>6</b>	<b>A continuously managed project</b>	<b>O</b>											<b>O</b>
6.1	Continuous Management process through coordination		X		=			X			X		X
<b>7</b>	<b>Sustainability</b>											<b>O</b>	<b>O+</b>
7.1	On-going management of the Centre of Higher IT-education Excellence												XX
7.2	Maintenance of the Web-site												XXX X
7.3	On-going consultancy, conferences & seminars in IT-education												XX
7.4	On-line forums in the sphere of IT-education												X
7.5	Updating of the curricula & teaching materials												XX
<b>8</b>	<b>Quality Control and Monitoring</b>	<b>O</b>											<b>O</b>
8.1	Quality assurance and accreditation systems throughout the project	XXX X	XXX X	XXX X	XXX X	XXX X	XXX X	XXX X	XXX X	XXX X	XXX X	XXX X	XXX X

### III.5 OUTCOME & ACTIVITY TABLES

The outcome tables enable you to give precise details on each expected outcome and the related activities. You should also provide details on the resources needed for each outcome. Please create additional tables if further space is needed.

The following types of information will be required:

- Please fill in the same title and reference number for each outcome as provided in the Logical Framework Matrix.
- Please include assumptions and risks for each outcome where relevant.
- Please provide a representative title for each activity together with a sub-reference number, starting and end date.
- An adequate description of each activity; what will be done, when, where and how.
- The consortium member/s or experts who will carry out an activity should be stated, specifying which staff from which of the consortium members will be responsible for and carry out each single activity (e.g.: Senior administrative staff from university A; the rectorate of university B; finance officers from institution C; quality control staff from institution D, etc.). It is not sufficient to merely list some (or all) consortium members.
- For each activity a target group must be clearly identified. A target group is composed of the direct beneficiaries of the activity and could typically include one or more of the following: Academic staff of a given department, university administrative staff, students, trainees participating in a training course. Please quantify your target group and state precisely who they are and where they are located (e.g.: 5 librarians of university A; 20 secondary school teachers, 25 students from the institutions B, C and D; 10 administrators at the Ministry of Education; etc.). This is particularly important for projects in which several Partner Country institutions are involved.
- All the resources (financial, human, material) needed to execute an activity must be described in the “Input” row. The information provided should be specified and itemised. For staff costs please provide information on the kind of staff, where they come from and what the hourly rates are (e.g.: Academic staff from EU institution F x G hours x H Euro). In case of staff and student mobilities, you must indicate the number of people, the direction and duration of each of the mobilities (e.g.: 5 PC staff to EU institution A for B number of weeks). For equipment, you should be as precise as possible on the types of equipment needed for each activity and the number of items (e.g.: 15 computers and 1 network printer).
- For each outcome you should indicate the types of expenditures that will be necessary by filling in the “related costs” table at the end of this section. You should not duplicate expenditure under more than one outcome, as the sum of the total budget required for each outcome should correspond to the totals indicated in Section V, Table 8, ‘Summary of project funding requirements’.
  - ◆ Overheads should be accounted for only once, under the outcomes and activities table for ‘Management of the Project’.

For Dissemination and Sustainability, Quality Control and Monitoring, and Management of the Project, you must also provide a description of the strategy you will adopt.

**OUTCOME/OUTPUT AND ACTIVITY TABLES**

<i>Outcome/output title:</i>	<b>Developed two-level curricula (Bachelor and Master) as internationally recognised degree in Information Systems &amp; Technologies (IST) for Russian educational system</b>		<i>Ref. N°:</i>	<b>1</b>
<i>Starting date:</i>	M1	<i>End date:</i>	M19	
<i>Related Assumptions and risks:</i>	<p>Motivation of EU universities' staff for active participation in the process          Accreditation of curricula by Federal Agency of Education of RU and signing with EU partners agreements of mutual recognition of curricula and credits          Support of Federal Agency Of Education of RU, Ministry of Education of Saratov, Astrakhan, Novosibirsk Regions.          Adoption by Academic Boads of SSTU, ASTU, NSUEM of the developed/updated curricula          Support from Regional and Public Authorities</p>			
<i>Activity title:</i>	<b>Initial workshop at SSTU with EU Partners participation to describe existing structure of current education in IT</b>		<i>Sub Ref. N°:</i>	<b>1.1</b>
<i>Starting date:</i>	M1	<i>End date:</i>	M2	
<i>Description of the activity:</i>	<p>Preparation activities, internet connections with all partners, visa preparations.          Initial Workshop (5 days) for senior managers and senior teaching staff of RU Partners at SSTU for discussing current education in Information Systems &amp; Technologies field. The meeting will set targets of the project; decide on the strategy of future work, ways of cooperation with EU experts, discuss methods of realization of the set perspectives and necessary activities. Initial publicity to be agreed.</p>			
<i>The consortium member/s or experts who will carry out the activity:</i>	SSTU, ASTU, NSUEM, TU, OUT, UWE			
<i>Target group/s:</i>	<p>Senior IT-teaching staff and senior managers (vice-rectors in academic affairs) of SSTU, ASTU, NSUEM          Staff involved in the project.</p>			
<i>Inputs:</i>	<p>Mobility from ASTU (2 persons) and NSUEM (2 persons) to SSTU (3 days)          Mobility of EU partners (1 person from each EU university) to SSTU (3 * 3 days)          Administrator work/week          Coordination/week          Tel, fax, internet traffic expenditures, office supplies</p>			
<i>Activity title:</i>	<b>Short target visits of SSTU, ASTU, NSUEM of senior academic and managers staff to EU to research international structure of Bachelor's and Master's degrees in IST, ECTS, methods of training</b>		<i>Sub Ref. N°:</i>	<b>1.2</b>
<i>Starting date:</i>	M2	<i>End date:</i>	M3	
<i>Description of the activity:</i>	<p>Preparation activities: finalising the training schedule by email; visa preparations.          Senior academic staff of partner RU universities will visit the EU. In the visit they will be made fully conversant with the international curricula structure of Bachelor's and Master's degrees in IT, implementation of ECTS. Training seminars on methods of teaching, implementation and delivery of materials will be provided. The idea is to provide RU partners with experience of different countries (UK,ES, PL) in order to understand peculiarities of higher IT-education of various EU countries. Use of web-site materials will also be considered. In order to arrange intensive training of RU senior staff it is planned to organize 1 week training at UWE with participation of OUT staff, and 1 week at TU. A coordination meeting during the visit will be held by conference link between the EU partners and visiting staff by arrangement. Preparation for dissemination will take place on return to Russia.</p>			

Application Forms; Tempus Joint European Project – 15/12/2006

<i>The consortium member/s or experts who will carry out the activity:</i>	SSTU (3 persons), ASTU (2 persons), NSUEM (2 persons) senior academic/management staff members Contractor/Coordinator, academic staff of OUT, UWE, TU.
<i>Target group/s:</i>	Senior academic/management staff of SSTU, ASTU, NSUEM
<i>Inputs:</i>	Mobility of SSTU (3 persons), ASTU (2 persons), NSUEM (2 persons) academic staff members to UWE (1 week), TU (1 week) Mobility of EU partners to UWE(1 person from OUT /5 days) Administrator work/2 weeks Coordination/2 weeks Facilities and Materials

<i>Activity title:</i>	Development of the conceptual structure of the two-level curricula in IST according to ECTS, international and local standards	<i>Sub Ref. N°:</i>	<b>1.3</b>
<i>Starting date:</i>	M4	<i>End date:</i>	M5
<i>Description of the activity:</i>	Senior academic staff of RU partner universities will develop the conceptual structure of the new curricula for Bachelor and Master degrees (B.Sc. in IS, M.Sc.in IT, M.Sc.in SE) based on international experience, ECTS and RU educational standards. The M.Sc. in SE will be taught by distance learning methods using electronic resources. Coordination meetings between SSTU, ASTU, NSUEM staff will be held to ensure procurement arrangements are in the place. RU Partners will consult with EU experts via email and telephone.		
<i>The consortium member/s or experts who will carry out the activity:</i>	SSTU, ASTU, NSUEM senior academic staff and academic staff of IT-faculties where new curricula will be implemented		
<i>Target group/s:</i>	SSTU, ASTU, NSUEM senior academic staff and academic staff of IT-faculties where new curricula will be implemented		
<i>Inputs:</i>	Administrator work/week -8 Coordination/week – 2 Tel, fax, Internet traffic expenditures, office supplies, expenditures for meetings, overheads.		

<i>Activity title:</i>	Training of RF Parners teaching staff in EU on development of 2-level curricula in IST	<i>Sub Ref. N°:</i>	<b>1.4</b>
<i>Starting date:</i>	M2	<i>End date:</i>	M5
<i>Description of the activity:</i>	Selection of RU academic staff for mobility to EU with key factors being: age below 35; and strong motivation to make further career at RU university (duration of the activity 3 weeks). European language training of selected staff at home universities before the visit (8 weeks) The staff selected for teaching on the basis of the newly developed curricula will visit EU partner universities for adopting teaching experience and new educational methods including methods of self-studies and for studying the content of the courses. They will be made fully conversant with all the teaching strategies, tutorial support, all printed and electronic materials to be available.		
<i>The consortium member/s or experts who will carry out the activity:</i>	Academic staff of SSTU, ASTU, NSUEM Academic staff of UWE, TU, OUT responsible for the development and teaching of two-level curricula (B.Sc. in IS, M.Sc.in IT, M.Sc.in SE)		

Application Forms; Tempus Joint European Project – 15/12/2006

<i>Target group/s:</i>	The selected staff of RF partner universities (6 persons from SSTU, 4 from ASTU, 4 from NSUEM)
<i>Inputs:</i>	Administrator, coordinator work Mobility of the selected staff to EU ( 1 week at UWE, 1 week at TU, 1 week at OUT) OUTSIDE Tempus: 8 weeks language training at home RU universities

<i>Activity title:</i>	Cascade training in SSTU,ASTU, NSUEM in RU following EU visit	<i>Sub Ref. N°:</i>	<b>1.5</b>
<i>Starting date:</i>	M6	<i>End date:</i>	M9
<i>Description of the activity:</i>	The academic staff who have visited EU will organise training for academic staff of their home universities over a period of 4 months using seminar approach for the purpose of delivery of the knowledge and experience received from EU partners in education in IT. Such seminars will provide training for a further 45 members of academic staff of SSTU, 30 - of ASTU, 30- NSUEM. Materials in use within the EU will be made available for Partner country staff to customize for Russian needs. On-line consultations via Internet with EU Partners will provide support of training		
<i>The consortium member/s or experts who will carry out the activity:</i>	SSTU, ASTU, NSUEM academic staff of IT-faculties		
<i>Target group/s:</i>	Academic staff involved in the project		
<i>Inputs:</i>	Meeting expenditures, office supplies Tel, fax, Internet expenditures Staff time		

<i>Activity title:</i>	Development/adaptation of new IT modules in 2-level ISTcurricula	<i>Sub Ref. N°:</i>	<b>1.6</b>
<i>Starting date:</i>	M6	<i>End date:</i>	M12
<i>Description of the activity:</i>	Development of new IT-modules/adaptation modules of international curricula to B.Sc. in IS (18 modules), M.Sc. in IT (9 modules: Application Domains of Information Technology, Integrative Case Studies, Software Development Principles, IT infrastructure, Research Methods, Dissertation, Information Design, Project Management, Data Management), M.Sc. in SE (9 modules: Object-Oriented Programming, Software Management and Development, Research Methods, Requirement Engineering, Object Modelling and Design Patterns, Information Systems Development, Distributed Systems, Advanced Databases, Component-based Software) Using ECTS for the modules of two-level curricula On-line consultations via Internet with EU Partners Getting feedback from local industry and Department of Labour & Employment Presentation of the new curricula to the academic board of SSTU, ASTU, NSUEM. Adoption of the new curricula by the academic boards of RF partner universities.		
<i>The consortium member/s or experts who will carry out the activity:</i>	SSTU, ASTU, NSUEM		
<i>Target group/s:</i>	Academic staff of SSTU, ASTU, NSUEM, EU experts		
<i>Inputs:</i>	Expenditures for meetings, overheads Tel, fax, Internet traffic expenditures, office supplies Staff time		

<i>Activity title:</i>	<b>Equipping of IT faculties of ASTU, SSTU, NSUEM with hardware and software</b>		<i>Sub Ref. N°:</i>	<b>1.7</b>
<i>Starting date:</i>	M10	<i>End date:</i>	M12	
<i>Description of the activity:</i>	Organsation of a competition between suppliers for hardware and software (8 weeks) Purchasing of hardware and software for IT-faculties responsible for development and implementation of new curricula (4 weeks) Installation of hardware and software			
<i>The consortium member/s or experts who will carry out the activity:</i>	SSTU, ASTU, NSUEM			
<i>Target group/s:</i>	Academic staff of IT-faculties of SSTU, ASTU, NSUEM			
<i>Inputs:</i>	Computer engineers of SSTU, ASTU, NSUEM Equipment costs: SSTU: 10 PCs, digital projector, 1 server, network equipment, interactive whiteboard, laser printer, copier, software ASTU: 10 PCs, digital projector, 1 server, network equipment, interactive whiteboard, laser printer, copier, software NSUEM: 10 PCs, digital projector, 1 server, network equipment, interactive whiteboard, laser printer, copier, software			

<i>Activity title:</i>	<b>Accreditation of the developed curricula in Russia</b>		<i>Sub Ref. N°:</i>	<b>1.8</b>
<i>Starting date:</i>	M12	<i>End date:</i>	M15	
<i>Description of the activity:</i>	Presentation the developed two-level curricula in IT at the Academic Boards of SSTU, ASTU, NSUEM Preparation of the documents and materials for evaluation and accreditation of the developed curricula by Federal Agency of Education of Russian Federation Accreditation of the developed curricula in RU			
<i>The consortium member/s or experts who will carry out the activity:</i>	SSTU, ASTU, NSUEM			
<i>Target group/s:</i>	SSTU, ASTU, NSUEM seniour academic staff, academic staff			
<i>Inputs:</i>	SSTU, ASTU, NSUEM staff time Administrator/coordinator work			

<i>Activity title:</i>	<b>International accreditation of the developed curricula</b>		<i>Sub Ref. N°:</i>	<b>1.9</b>
<i>Starting date:</i>	M6	<i>End date:</i>	M22	

Application Forms; Tempus Joint European Project – 15/12/2006

<i>Description of the activity:</i>	Email discussion with UWE, OUT, TU on accreditation of the developed curricula in IST Preparation of the documents and materials for evaluation of the developed curricula, consultation with EU partners via Internet Visa preparation for the RU universities academic staff to UK, PL, ES Visit SSTU, ASTU, NSUEM representatives to UWE, TU, OUT for presentation and evaluation of the developed curricula. Recognition of new RU curricula in IST and credits by EU partners, signing agreements on accreditation of the curricula
<i>The consortium member/s or experts who will carry out the activity:</i>	SSTU, ASTU, NSUEM, UWE, TU, OUT
<i>Target group/s:</i>	SSTU, ASTU, NSUEM senior academic staff, academic staff
<i>Inputs:</i>	5 days visit to UWE, 3 days in TU, 3 days in OUT (2 persons from each RU university) Administrator/coordinator work Expenditures for meetings, overheads Tel, fax, Internet traffic expenditures, office supplies

**RELATED COSTS (for the outcome/output described above)**

<b>Budget Heading</b>	<b>Related Costs in €</b>
<i>Staff Costs</i>	25050
<i>Cost of Stay, Travel Costs, Institutional Costs</i>	39750
<i>Equipment Costs</i>	90000
<i>Printing and Publishing Costs</i>	
<i>Other Costs</i>	
<b>Total Costs</b>	<b>154800</b>

<i>Outcome/output title:</i>	<b>Production of new teaching materials for new IT-courses based on international standards, modern educational strategy</b>		<i>Ref. N°:</i>	<b>2</b>
<i>Starting date:</i>	M4	<i>End date:</i>	M22	
<i>Related Assumptions and risks:</i>	Motivation of RU universities academic staff to fulfil this activity Adoption by Academic Boards of SSTU, ASTU, NSUE of the developed/updated teaching Materials Approvement of the teaching materials by UWE, TU, OUT			

<i>Activity title:</i>	Selection, modification, translation of teaching materials in IT got at EU universities		<i>Sub Ref. N°:</i>	<b>2.1</b>
<i>Starting date:</i>	M4	<i>End date:</i>	M12	
<i>Description of the activity:</i>	Preparation for the visit (selection of teachers, language training, visa) Mobility of SSTU, ASTU, NSUEM academic staff to EU: SSTU(6), ASTU(4), NSUEM (4) to UWE (1 week), OUT (1 week), TU (1 week) for studying teaching materials including e-learning content. <b>The activity is combined with 1.4.</b> Translation of teaching materials into Russian, adaptation materials to local needs of each RU university. The teaching staff will develop/modify units of learning using the materials from EU and work out assessment criteria to ensure that learning outcomes will be evaluated properly and systematically On-line consultations via email with EU Partners			
<i>The consortium member/s or experts who will carry out the activity:</i>	The teaching staff of SSTU, ASTU, NSUEM working with the new curricula, coordinated by senior academic staff			
<i>Target group/s:</i>	SSTU, ASTU, NSUEM academic staff			
<i>Inputs:</i>	Mobility of SSTU, ASTU, NSUEM academic staff to EU: SSTU(4), ASTU(2), NSUEM(2) to UWE (1 week), OUT (1 week), TU (1 week) Staff time staff costs of translators of teaching materials Supported self study materials Office supplies			

<i>Activity title:</i>	<b>Development of teaching materials in electronic form, preparation for full delivery</b>		<i>Sub Ref. N°:</i>	<b>2.2</b>
<i>Starting date:</i>	M13	<i>End date:</i>	M22	
<i>Description of the activity:</i>	Development of units of learning with specified learning outcomes and assessment criteria created as hard copy, and/or on CD-ROMs/web page materials will be made available for a full launch of the learning programme based upon the pilot analysis and evaluation.  Printing and publishing of the developed materials, CD-Rom production			
<i>The consortium member/s or experts who will carry out the activity:</i>	Staff from RU with support from EU experts through internet connection			
<i>Target group/s:</i>	Learners			

<i>Inputs:</i>	Staff time Internet and tel expenditures Resource necessary for publishing , CD-ROM production Technical support, staff cost of web-designers
----------------	--------------------------------------------------------------------------------------------------------------------------------------------------------

<b>RELATED COSTS (for the outcome/output described above)</b>	
<b>Budget Heading</b>	<b>Related Costs in €</b>
<i>Staff Costs</i>	9800
<i>Cost of Stay, Travel Costs, Institutional Costs</i>	20400
<i>Equipment Costs</i>	
<i>Printing and Publishing Costs</i>	
<i>Other Costs</i>	
<b>Total Costs</b>	<b>30200</b>

<i>Outcome/output title:</i>	<b>Organization of Centre of Higher IT-education Excellence and Joint International Educational Commission in IT</b>		<i>Ref. N°:</i>	<b>3</b>
<i>Starting date:</i>	M9	<i>End date:</i>	M24	
<i>Related Assumptions and risks:</i>	Resources for the organization of Center of Higher IT-Education Excellence Motivation of RF and EU universities in joining Joint International Educational Commission in IT			

<i>Activity title:</i>	Equipping the Center with hardware, software		<i>Sub Ref. N°:</i>	<b>3.1</b>
<i>Starting date:</i>	M9	<i>End date:</i>	M12	
<i>Description of the activity:</i>	To provide, as a model of best practice in IT-education, a centre space including a computer suite of 10PCs, 1 LCD-projector, 1 laser printer, 1 copier, software - for seminars and workshops use, as well as for training of teachers of RU universities and to provide opportunities for access to supported self study materials for students during the time when no formal tuition is arranged, and for employees from local business and staff. The staff of the Centre will be also responsible for the development of the Web-site containing key information about internally recognized IT-curricula, themes for discussion on IT-education, developed materials during the project including new curricula.			
<i>The consortium member/s or experts who will carry out the activity:</i>	SSTU			
<i>Target group/s:</i>	RU universities academic staff, students and business employees			
<i>Inputs:</i>	Equipment as specified above Technical support			

<i>Activity title:</i>	<b>Development of the Web-site</b>		<i>Sub Ref. N°:</i>	<b>3.2</b>
<i>Starting date:</i>	M13	<i>End date:</i>	M22	
<i>Description of the activity:</i>	<p>English language training for technicians who will develop and support website and web-based materials          Training of 3 technicians of SSTU in UK (1 week), TU (1 week) in web-designing/programming of electronic resources          Development of Web-site of the Centre/JIECIT and current support during the project. All web-resources will be provided in 2 Russian/ English languages          Providing open access for academic staff of RU and EU universities to web resources: the developed curricula, electronic materials, draft of membership in Joint International Educational Commission in IT, ways of Internet–conferencing between IT-educators</p>			
<i>The consortium member/s or experts who will carry out the activity:</i>	SSTU			
<i>Target group/s:</i>	Academic staff of RU and EU higher educational institutions			
<i>Inputs:</i>	<p>Mobility of 3 SSTU technicians to UWE (1 week), TU (1 week)          Coordinator work          Administrator work          Technical support and training for development of the web-site          Tel, fax, Internet traffic expenditures          Software development of web-site</p>			

<i>Activity title:</i>	<b>Preparation of JECIT, criteria of membership, accreditation of JECIT in Federal Agency of Education of RF</b>		<i>Sub Ref. N°:</i>	<b>3.3</b>
<i>Starting date:</i>	M13	<i>End date:</i>	M24	
<i>Description of the activity:</i>	<p>Development of the drafts of the charter of JIECIT, presentation materials on the web-site of the Center, support of the special web-forum for RU and EU teachers          Discussion of ways of mutual international recognition of courses and periods spent by students abroad          Formation of International Joint Educational Commission in IT (signing formal documents with EU and RU Partners) and its presentation on the dissemination conference (<b>activity 6.2</b>)</p>			
<i>The consortium member/s or experts who will carry out the activity:</i>	SSTU, ASTU, NSUEM, UWE, OUT, TU			
<i>Target group/s:</i>	Academic and administrative staff of RU and EU universities			
<i>Inputs:</i>	<p>Coordinator work          Administrator work          Technical and web-support          Tel, fax, Internet traffic expenditures</p>			

<b>RELATED COSTS (for the outcome/output described above)</b>	
<b>Budget Heading</b>	<b>Related Costs in €</b>
Staff Costs	8800
Cost of Stay, Travel Costs, Institutional Costs	7050
Equipment Costs	
Printing and Publishing Costs	
Other Costs	
<b>Total Costs</b>	<b>15850</b>

<i>Outcome/output title:</i>	<b>Implementation of Quality Management System for modern Russian higher IT-education</b>		<i>Ref. N°:</i>	<b>4</b>
<i>Starting date:</i>	M2	<i>End date:</i>	M24	
<i>Related Assumptions and risks:</i>	Motivation of RU academic staff to implement modern quality assessment policy			

<i>Activity title:</i>	<b>Evaluation of the different approaches to Quality Management</b>		<i>Sub Ref. N°:</i>	<b>4.1</b>
<i>Starting date:</i>	M2	<i>End date:</i>	M4	
<i>Description of the activity:</i>	<p>Analysing current approaches to quality management in Russia  Preparation for the visit (via email)  Studying by administrative staff of RU of quality management policy at EU univ (UWE, OUT) – <b>combined with the period of activity 1.2.</b>  Analysing of the adopted experience, adaptation to RU conditions  Internet discussion with EU-partners on conceptual structure of quality management in IT based on international principals  Provision of the conceptual structure of quality management of IT-education according to Russian Federation and international standards  Presentation of the developed materials on the web-site of the Centre of Excellence</p>			
<i>The consortium member/s or experts who will carry out the activity:</i>	SSTU, ASTU, NSUEM, UWE, OUT			
<i>Target group/s:</i>	Senior staff of SSTU, ASTU, NSUEM Quality Management Departments Academic staff of SSTU, ASTU, NSUEM			
<i>Inputs:</i>	Visit of RU universities Quality Management staff to UWE, OUT (1 person from each university) (1 week in UWE, 1 week in OUT) Coordinator work Administrator work Technical and web-support Tel, fax, Internet traffic expenditures			

<i>Activity title:</i>	<b>Seminars at SSTU, ASTU, NSUEM in Quality Management for dissemination of international experience</b>		<i>Sub Ref. N°:</i>	<b>4.2</b>
<i>Starting date:</i>	M4	<i>End date:</i>	M6	

Application Forms; Tempus Joint European Project – 15/12/2006

<i>Description of the activity:</i>	Analysing of the adopted experience, adaptation to Russian conditions Sharing knowledge acquired in EU universities in Quality Management by training of RU academic and administrative staff at home universities following EU visit (at least 200 staff in RU Partner universities will gain knowledge in EU quality management) - seminars in each RU university Current consultancy of EU partners via Internet
<i>The consortium member/s or experts who will carry out the activity:</i>	SSTU, ASTU, NSUEM
<i>Target group/s:</i>	SSTU, ASTU, NSUEM staff of Quality Management Departments Academic staff of SSTU, ASTU, NSUEM
<i>Inputs:</i>	ASTU, SSTU, NSUEM staff work Coordinator work Administrator work Tel, fax, Internet traffic expenditures

<i>Activity title:</i>	<b>Development of the Quality Management System for Russian higher IT-education</b>	<i>Sub Ref. N°:</i>	<b>4.3</b>
<i>Starting date:</i>	M6	<i>End date:</i>	M22
<i>Description of the activity:</i>	Development of the conceptual structure of quality management of IT-education according to Russian Federation and international standards Evaluation of the achieved results taking into account feedback from students, teaching and management staff of SSTU, ASTU, NSUEM. All the achieved results to be reported. Development of the QM System materials Improvement of the developed QMS by EU partners Adoption of the developed QM policy by Academic Boards of SSTU, ASTU, NSUEM Presentation of the quality management policy in IT-education for RU universities on the Website of the Center		
<i>The consortium member/s or experts who will carry out the activity:</i>	SSTU, ASTU, NSUEM, UWE, OUT, TU		
<i>Target group/s:</i>	SSTU, ASTU, NSUEM staff of Quality Management Departments Academic staff of SSTU, ASTU, NSUEM		
<i>Inputs:</i>	RU universities Coordinator work Administrator work Technical and web-support Tel, fax, Internet traffic expenditures		

<b>RELATED COSTS (for the outcome/output described above)</b>	
<b>Budget Heading</b>	<b>Related Costs in €</b>
<i>Staff Costs</i>	3600
<i>Cost of Stay, Travel Costs, Institutional Costs</i>	7200
<i>Equipment Costs</i>	

<i>Printing and Publishing Costs</i>	
<i>Other Costs</i>	
<b><i>Total Costs</i></b>	<b>10800</b>

### III.5.1 DISSEMINATION

A maximum of one page A4

Please describe the dissemination strategy the consortium will follow in order to ensure that positive results will be made available both within and outside the Partner Country institutions during the life of the project.

When steering group meetings are held in partner countries there will be opportunities for dissemination of the project's aims to the local business community as well as to other institutions in the region. This will enable continuous involvement with IT faculties of the Russian partner universities throughout the project. The Centre for Excellence in IT Education based at SSTU will be the key place for the following dissemination activities:

1) sharing the experience gained during the development of internationally based IT curricula with Russian and EU universities;

2) providing training for teachers from Russian universities in international curricula, learning and teaching methods and Quality Management;

3) providing a consultancy service for the development of the best practice in IT education for Russia; partners will write and publish a book "Russian Higher education in IT: An International Approach" which will reflect on experience gained during the project, analyse problems and identify likely future developments. This book, together with teaching materials, will be distributed at the conference held to mark the conclusion of the project.

The final conference will be used to involve a much wider audience. All regional institutions which are likely to deliver or use the open learning materials will be invited, in addition to partners from previous TEMPUS and bilateral projects who have worked with the consortium before. These include Krasnoyarsk STU, Volgograd STU, Uljanovsk STU, Udmurtia SU, Penza SU, Uralsk Technological University (Kazakhstan) and others.

The conference will provide materials developed throughout the project, indicate quality assurance processes and disseminate "Good Practice" through case study analysis. The new Joint International Educational Commission for IT will be presented during the conference. The aim of the Commission is to incorporate international principles of higher IT education into Russian practice and to assist Russian and EU universities in joint educational projects in IT sector. The Chairman of the Commission will be elected at the conference. The Website will provide an important means for the ongoing dissemination of information and will be linked to the web-sites of the participating universities. It will provide also on-line forums for IT teachers and business representatives. The participating partners will provide press coverage within their regions to ensure local communities, particularly the business community dealing with information technologies are kept informed of new developments.

<i>Outcome/output title:</i>	<b>DISSEMINATION</b>		<i>Ref. N°:</i>	<b>5</b>
<i>Starting date:</i>	13	<i>End date:</i>	22	
<i>Related Assumptions and risks:</i>	<p>Staff and students will maintain interest and expectation of developed 2-level curricula in IST and new methods of training.</p> <p>Businesses (and other institutions) will see involvement as providing greater economic opportunity if staff have new experience in IT</p> <p>Federal Agency of Education of RF will support the activities of Joint International Educational Commission in IT</p>			

<i>Activity title:</i>	<b>Organisation of dissemination conference</b>		<i>Sub Ref. N°:</i>	<b>5.1</b>
<i>Starting date:</i>	M18	<i>End date:</i>	M22	
<i>Description of the activity:</i>	<p>An international conference to be held at SSTU in M22 over a three day period, co-inciding with a coordination meeting and production of a sustainable business plan. Invitees, institutes and businesses from the Volga Region, Siberia and from partners who are known to the consortium (including Krasnoyarsk STU, Volgograd STU, Uljanovsk STU, Udmurtia SU, Penza SU, Uralsk Technological University (Kazakhstan)) to present “Good Practice” of IT-training, developed through the project of two-level curricula in Information Systems and Technologies as implementing ECTS in Russian higher IT-education practice.</p> <p>The other goal of the conference is to present Centre of Higher IT-education Excellence set up at SSTU and the Joint International Educational Commission in IT-education. The invitees who wish to present will be refereed through a rigorous process commenced in M29 so that published proceedings and materials for use by others can be disseminated to a wider audience by M35. All participants will be asked to fill in an evaluation form, which will be analysed and used as a part of the published materials</p>			
<i>The consortium member/s or experts who will carry out the activity:</i>	All staff in the partner institutions involved in the project as well as the coordinating team including members of the Department of Labour and Employment of Saratov Region			
<i>Target group/s:</i>	The wider audience of institutions of Saratov, Astrakhan, Novosibirsk and in Russia; the global academic community, graduates, businesses and staff leaders within regions of Partner universities and beyond.			
<i>Inputs:</i>	<p>Staff time: 30 Russian universities academic staff join conference for 3 days</p> <p>Project Staff time provided from coordination meeting</p> <p>Staff time of 6 Russian staff: preparation documents for setting up Joint International Educational Commission in IT-education – 14 days/ staff time of EU (2 persons)</p> <p>Technical support: appointed staff</p> <p>Materials for invitations, marketing and publication of proceedings</p> <p>Mobilities from UWE, TU, OUT (1 person each) to RU and 2 from NSUEM, ASTU to SSTO. 5 days each for preparation, conference attendance and coordinating meeting 30 RU-RU for attendance at the conference (3 days).</p>			

<i>Activity title:</i>	<b>Writing and publishing of book “Russian Higher IT-education: An International Approach”</b>		<i>Sub Ref. N°:</i>	<b>5.2</b>
<i>Starting date:</i>	M13	<i>End date:</i>	M22	
<i>Description of the activity:</i>	<p>Writing articles to the book (authors to be representative of all RU and EU partners)</p> <p>SSTU staff to be responsible for gathering all materials of the book, publishing and printing</p> <p>Printing and Publishing of 300 copies of the book</p>			

<i>The consortium member/s or experts who will carry out the activity:</i>	SSTU, ASTU, NSUEM, UWE, OUT, TU
<i>Target group/s:</i>	RU universities interested in internationally recognised IT-curricula
<i>Inputs:</i>	Publishing and printing costs Staff time Administrator/coordinator work

<i>Activity title:</i>	<b>Publishing and printing dissemination materials: manuals, textbooks, study guide for new and revised courses, issuing electronic materials on CD</b>	<i>Sub Ref. N°:</i>	<b>5.3</b>
<i>Starting date:</i>	18	<i>End date:</i>	22
<i>Description of the activity:</i>	Publishing and printing marketing materials, accreditation documents, proceedings, manuals, study guides for new and revised courses Publishing of marketing materials (100) Development of CD-materials (100)		
<i>The consortium member/s or experts who will carry out the activity:</i>	SSTU		
<i>Target group/s:</i>	RU Universities interested in starting new curricula in AI and IST developed according EU standards and implement international QA model		
<i>Inputs:</i>	Publishing and printing costs, CD-Rom costs		

<b>COSTS RELATED TO DISSEMINATION</b>	
<b>Budget Heading</b>	<b>Related Costs in €</b>
<i>Staff Costs</i>	7700
<i>Cost of Stay and Travel Costs</i>	9000
<i>Equipment Costs</i>	
<i>Printing and Publishing Costs</i>	13300
<i>Other Costs</i>	
<b>Total Costs</b>	<b>30000</b>

### III.5.2 SUSTAINABILITY

A maximum of half page A4

In this section applicants should refer to activities that will be organised during the project life time and that will lead to the sustainability of project results after the Tempus financing has ended. Factors that contribute to the sustainability of project results such as the accreditation of the new courses and/or curricula; involvement of the private sector and/or other stakeholders for future development and planning; future oriented partnerships between universities, guarantee of future financial resources, preparation and/or setting-up of a business plan for the newly established unit/centre, etc;

Please describe the long-term perspective for project results, making particular reference to various aspects such as:

- Financial sustainability (how will activities be financed after the Tempus funding has ended?).
- Institutional sustainability (will structures be established and remain in place so as to allow activities to continue?).
- Sustainability at the policy level where applicable (what will be the structural impact of the project – e.g. will it lead to improved methods, procedures, legislation?)

➤

A business plan will be developed during the second year of the project. This will include an assessment of the local business community needs for IT specialists and usage of the Centre of Higher for Excellence in IT education. Membership to the centre will be a source of income and offer financial sustainability. Partner institutions will seek income from the "private" sector through effective marketing and dissemination of the project's results.

The long-term goal of the project is to the establishment of an educational network, facilitating innovative approaches to open and distance learning for many years to come. The implementation of new curricula also coincides with the measures to further Information Technologies Development up to 2010 adopted by the Russian Government.

It is expected that exchange visits between academic staff, education managers and education authorities will continue beyond the life of the project, contributing to the implementation of Bologna principles.

Cooperation between Russian Partners and EU universities achieved through the project is an important step in achieving joint B.Sc. and M.Sc. awards in Information Technology. It is expected also that inter-institution exchange will increase, while graduates of the proposed Bachelor and Masters programmes will continue to benefit from the improved possibilities of work placements at home and abroad.

Sustainability will be guaranteed by the Joint International Educational Commission in IT education (JIECIT) based in the Centre for Excellence in Higher Education for IT. The main aim of JIECIT is to foster long-term cooperation between partner institutes and local business communities. As other institutes and individual educators will be invited to take part in this Commission, the original consortium will be extended and will bring new contacts and new opportunities to the institutes of Russia and the EU.

The activities of the JIECIT will be:

- 1) on-going consultancy in the field of the development of internationally recognized curricula in IT and implementation of ECTS;
- 2) updating the curricula and teaching materials in the IT field;
- 3) organization of seminars and training for Russian universities' IT teachers;
- 4) market research into the needs of local industries and the development of new IT courses
- 5) technical support of the web-site, and improvement of web-based teaching resources;
- 6) on-line forums / conferences in the sphere of higher IT-education for Russian and EU IT-educators and employers;
- 7) assistance in organizing of new partnerships between RU and EU universities in joint curricula / degrees development;

<i>Outcome/output title:</i>	<b>SUSTAINABILITY</b>		<i>Ref. N°:</i>	<b>7</b>
<i>Starting date:</i>	M23	<i>End date:</i>	M24+	
<i>Related Assumptions and risks:</i>	<p>Motivation of academic staff of Russian universities for studying the results of the project and for using it in preparation of IT-specialists, in participation in Joint International Educational Commission in IT-education</p> <p>Motivation of EU academic staff to participate in activities of Joint International Educational Commission in IT-education</p>			

<i>Activity title:</i>	<b>Formation of Joint International Educational Commission in IT-education</b>		<i>Sub Ref. N°:</i>	<b>7.1</b>
<i>Starting date:</i>	24	<i>End date :</i>	24	
<i>Description of the activity:</i>	<p><b>Development of the drafts of the charter of Joint International Educational Commission in IT-education</b></p> <p><b>The aim of membership of JECIT is development of ways for mutual recognition of credits and curricula for further possibilities of joint degrees.</b></p> <p><b>Preparation of the final international conference (schedule, printing materials, invitations) – mentioned in 5.2. During the conference there are supposed to discuss ways of mutual international recognition of courses and necessary periods spent by students abroad for getting joint/double degree, presentation of developed educational process's quality assurance procedures, formation of Joint International Educational Commission in IT-education (JECIT), defining the membership in this Commission.</b></p> <p><b>Preparation work on signing multilateral agreements between SSTU, ASTU, NSUEM, UWE, TU, OUT on recognition of credits and on possibilities of future issuing joint/double</b></p>			
<i>The consortium member/s or experts who will carry out the activity:</i>	All coordination team and staff identified to support and to deliver the conference within SSTU and other partners including the members of the Department of Labour and Employment of Saratov Region			
<i>Target group/s:</i>	The wider academic and business community in Russia, Europe and through publications beyond.			
<i>Inputs:</i>	Subsumed in 5.2			

<i>Activity title:</i>	<b>Maintainance of the Web-site</b>		<i>Sub Ref. N°:</i>	<b>7.2</b>
<i>Starting date:</i>	24	<i>End date :</i>	24+	
<i>Description of the activity:</i>	<b>Maintainance of the Web site according to current activity of the Centre, updating of the curricula of the cources, reporting on the activity of the Centre, dissemination of the experience in IT education.</b>			
<i>The consortium member/s or experts who will carry out the activity:</i>	Technicians of SSTU, coordination team and IT staff of SSTU, ASTU, NSUEM.			

<i>Target group/s:</i>	The wider academic and business community in Russia and Europe.
<i>Inputs:</i>	Technical support for development of the web-site Tel, fax, Internet traffic expenditures Software development of web-site

<i>Activity title:</i>	<b>On-going consultancy, conferences &amp; seminars in IT-education</b>	<i>Sub Ref. N°:</i>	<b>7.3</b>
<i>Starting date:</i>	24	<i>End date :</i>	24+
<i>Description of the activity:</i>	<b>Dissemination of the experience in IT education via on-going conferences, discussion of problems and achievements via workshops, spreading of new ideas among educational community of Russian Federation.</b>		
<i>The consortium member/s or experts who will carry out the activity:</i>	Academic Board of universities, IT teaching staff, coordination team.		
<i>Target group/s:</i>	The wider academic and business community in Russia and Europe.		
<i>Inputs:</i>	Publishing and printing costs Staff time Administrator/coordinator work		

<i>Activity title:</i>	<b>On-line forums in the sphere of IT-education</b>	<i>Sub Ref. N°:</i>	<b>7.4</b>
<i>Starting date:</i>	24	<i>End date :</i>	24+
<i>Description of the activity:</i>	<b>Discussion of problems and achievements among partners of the project via on- line forums.</b>		
<i>The consortium member/s or experts who will carry out the activity:</i>	IT teaching staff of SSTU, ASTU, NSUEM, coordination team.		
<i>Target group/s:</i>	Staff of the universities participated in the project.		
<i>Inputs:</i>	Technical and web-support Internet traffic expenditures		

<i>Activity title:</i>	<b>Updating of the curricula &amp; teaching materials</b>	<i>Sub Ref. N°:</i>	<b>7.5</b>
<i>Starting date:</i>	24	<i>End date :</i>	24+
<i>Description of the activity:</i>	<b>Improvement and updating of teaching materials according to current changes in the curricula of the courses, translation of the key materials to Russian language, preparation of lectures and presentations, spreading of the experience in IT teaching among educational community of RF</b>		
<i>The consortium member/s or experts who will carry out the activity:</i>	IT teaching staff of SSTU, ASTU, NSUEM, quality management experts.		

<i>Target group/s:</i>	Staff of the universities partners, students of universities, educational community of RF.
<i>Inputs:</i>	Publishing expenditures, Translation cost, Consultancy with EU partners of the project

<b><i>COSTS RELATED TO SUSTAINABILITY</i></b>	
<b><i>Budget Heading</i></b>	<b><i>Related Costs in €</i></b>
<i>Staff Costs</i>	26200
<i>Cost of Stay and Travel Costs</i>	
<i>Equipment Costs</i>	
<i>Printing and Publishing Costs</i>	
<i>Other Costs</i>	
<b><i>Total Costs</i></b>	<b>26200</b>

### III.5.3 QUALITY CONTROL AND MONITORING

A maximum of half page A4

Please use this section to describe your overall internal and external quality control and monitoring strategies/methods by providing information on the following issues: How will the timely achievement of the planned outcomes be demonstrated/measured in an objective and quantifiable way? Which are the adjustment mechanisms foreseen in case the quality differs from the one expected or the outcomes will not be achieved on time? Please describe the concrete evaluation measures and the identified responsible actors. Typical actions could include for example peer reviews, evaluations and external accreditation or inter-Tempus project coaching.

Quality control and monitoring will be an integral part of the implementation of the project activities. The Steering Committee will meet 4 times through the life of the project and will be responsible for monitoring the progress of the project. It will ensure effective quality control by reviews of new curricula, publications and CDs by EU and Russian experts; by adoption of new curricula by Academic Boards and recognition by the academic staff of the universities of Saratov, Astrakhan, Novosibirsk; by accreditation of new curricula by staff of EU universities; and by consultation with regional business organizations.

'Cascade training' of staff in RF universities will be used in order to ensure wide understanding of features of new curricula. This will itself require training of the staff responsible for the 'cascade', and so, following visits by RF staff to EU universities, self- and peer-review by these staff will ensure a shared collective understanding of knowledge and techniques prior to 'cascading' to colleagues in their home universities.

The Coordinator will ensure that reports of progress are logged at each meeting, from partners as well as from external experts, in the form of aide memoires to members of project. These reports will follow a standardised and structured format, in order to enable easy appraisal of progress towards objectives. The evaluation of procedures for curriculum development and quality management will be considered by peer analysis between the three RU partners on a continuous basis with the EU partners.

Mechanisms for quality control will include the corresponding financial statements, annual project reports, annual monitoring reports from each partner, reports from participants in each project activity, reviews from experts, lists of participants in seminars and conferences, published teaching materials, reports on consultations with IT businesses in Saratov, Astrakhan, Siberia. Additionally students will be invited to provide feedback on activities carried out during the project. Evaluation of the success of the new educational technology will include reflections/developments made by Saratov academic staff in the course of higher degree research focusing on curriculum development.

Two external evaluators will be appointed to the project. Prof. Shvakov from the Department of Labour and Employment of Saratov Region has project experience in evaluation of developed curricula as well as previous involvement in Tempus projects. Ms Sue Stevens is from E-Skills UK, a public agency charged with advising educational institutions on the development of IT skills to meet employer needs; Ms Stevens has considerable knowledge of the needs of employers of IT graduates and of advising universities on how to meet those needs; she has, for instance, been instrumental in establishing a new curriculum at Bachelor's level entitled "Information Technology Management for Business", now in operation at 10 UK universities including UWE.

<i>Outcome/output title:</i>	<b>QUALITY CONTROL AND MONITORING</b>		<i>Ref. N°:</i>	<b>8</b>
<i>Starting date:</i>	M1	<i>End date:</i>	M24	
<i>Related Assumptions and risks:</i>	All partners will conform to quality mechanisms agreed by the Steering Committee Accreditation processes will be agreed in relations to units of learning			

<i>Activity title:</i>	<b>Quality assurance and accreditation systems throughout the project</b>			<b>8.1</b>
<i>Ref. No. of outcome/s to be assessed:</i>	<b>1,2,3,5,6</b>			
<i>Starting date:</i>	M1	<i>End date:</i>	M24	
<i>Indicators of progress:</i>	<b>A process of continuous Quality Assurance in place</b>			
<i>How the indicators will be assessed:</i>	SSTU, ASTU, NSUEM provide annual action plans Training activities recorded and reported to the parent university annually New two-level curricula in AI and IST developed and accepted by accreditation authorities Education Partnership in IT is set by means of Joint International Educational Commission in IT Centre of Higher Education Excellence in IT's Web-site 'hits' recorded			
<i>Consortium member/s or experts who will carry out the assessment:</i>	Self and peer appraisal systems will be set up in the training programme so that RU staff can act as moderators (or external evaluators) for each other as is typical for European system Steering Committee plus external staff specially involved in accreditation and moderation will ensure that EU standards are maintained through moderation of the final product before accreditation is provided at the final dissemination conference Senior staff of each institution will be asked to monitor, observe and report on "practice" seen within their own institutions External evaluators (one from RU, one from UK) will be involved in the process by attending two Coordination meetings 1.1. For formative evaluation and for midway evaluation and dissemination conference for summary evaluation a report will accompany final project report.			
<i>Inputs:</i>	External expert as evaluator (2 persons (one from UK, one from RU) ) for 3 days each plus 6 days for reporting process			

<i>Activity title:</i>				
<i>Ref. No. of outcome/s to be assessed:</i>				
<i>Starting date:</i>		<i>End date:</i>		
<i>Indicators of progress:</i>				
<i>How the indicators will be assessed:</i>				

<i>Consortium member/s or experts who will carry out the assessment:</i>	
<i>Inputs:</i>	

<i>Activity title:</i>			
<i>Ref. No. of outcome/s to be assessed:</i>			
<i>Starting date:</i>		<i>End date:</i>	
<i>Indicators of progress:</i>			
<i>How the indicators will be assessed:</i>			
<i>Consortium member/s or experts who will carry out the assessment:</i>			
<i>Inputs:</i>			

<b><i>COSTS RELATED TO QUALITY CONTROL AND MONITORING</i></b>	
<b><i>Budget Heading</i></b>	<b><i>Related Costs in €</i></b>
<i>Staff Costs</i>	7600
<i>Cost of Stay and Travel Costs</i>	1050
<i>Equipment Costs</i>	
<i>Printing and Publishing Costs</i>	
<i>Other Costs</i>	
<b><i>Total Costs</i></b>	<b>8650</b>

### III.5.4 MANAGEMENT OF THE PROJECT

A maximum of one page A4

Please describe the **role and responsibility** within the project of **each** consortium member (from the Partner Country(ies) as well as from the EU) and of individual experts (where appropriate).

Applicants should include an estimation of the tasks that will have to be performed in each project year in order to guarantee effective and efficient project management. This section should also make reference to human resource hours for tasks related to project management.

In addition, you should explain how the overall project management will be implemented making specific reference to the management structure in the Partner Country/ies, how decisions will be taken (reference should be made to decision-making mechanisms/bodies and their roles in case of divergent opinions) and how the consortium proposes to ensure permanent and effective communication and reporting.

UWE will be the Contractor/Coordinator of the project. Dr. Stephen Ryrie, Associate Dean of the Faculty of Computing, Engineering & Mathematical Sciences, and Auditor for the UK Quality Assurance Agency for Higher Education, will coordinate the project's activities. Dr Ryrie already has considerable experience of managing international partnerships through his responsibility for managing the faculty's agreements with over 30 international partners. UWE has previously been involved in a total of 9 Tempus JEP projects.

SSTU is to be regarded as the parent university for the RU Partners, and Dr.Olga Dolinina, Head of International Relations and the same time Head of the Department of Applied Information Technologies at SSTU, will act as the project's Russia Coordinator, responsible for coordinating activities of the RU Partners.

The management of the project will be assumed by a Steering Committee/Management Team consisting of the coordinators of the 5 Working groups (WG) (see below), plus the Project Coordinator and the Russia Coordinator, one of whom will act as chair of each meeting.

The role of the Steering Committee is to assign responsibility for specific project activities to WGs; to advise WG coordinators on how best to pursue these activities; to receive annual reports from each partner on progress towards completion of activities; to ensure that advice and guidance is sought from external evaluators on plans, progress and achievement at appropriate stages during the project; to approve the annual report for the project.

The role of the WG is to ensure satisfactory progress towards the fulfilment of specific activities; to receive reports from participants in project activities and to take decisions in respect of necessary action; to report as required to the Steering Committee on progress and activities; to receive and act upon advice and guidance from External Evaluators; to receive and act upon the advice of the Russia Coordinator to ensure cross-working-group coordination.

The responsibility for coordinating each WG has been determined on the basis of the expertise available among the respective members of the project. The role of the WG coordinator is to lead and coordinate the work of the Group; to liaise with and to report as required to the Project Coordinator; to play an active part in the management of the project as a whole by representing the WG on the Steering Committee.

The working groups are:

1. WG PG, for the development of new postgraduate curricula in Software Engineering. The group will be coordinated by UWE, which already has developed postgraduate Masters curricula in Software Engineering and has recently created a distance-learning version of this curriculum.
2. WG UG for the development of new undergraduate curricula in Information Systems. The group will be coordinated by TU, which has already developed relevant Bachelor curricula in Information Technologies.
3. WG Quality Management. This WG will be responsible for the development of a Quality Assurance System, and the production of a QA manual and the development of QA systems. UWE will coordinate this working group.
4. WG Teaching & Learning Methodology. This WG will be responsible for the implementation of new techniques for teaching, learning and assessment, including distance learning. OUT will be responsible for this activity.
5. WG Dissemination. This WG will be responsible for the organisation of the Joint International Educational Commission in IT-education and will be coordinating by SSTU.

Each of the three RU Partner universities will be represented in each of the WGs, by appropriate specialists in each field of study.

The Steering Committee will hold one preliminary meeting followed by an annual meeting for each working year; the latter will take place so as to coincide with the preparation of an annual Progress Report. WGs will meet as required and as determined by their members.

In the event of divergent opinions in WGs and consequent failure to reach decisions, issues will be referred to the Project Coordinator and the Russia Coordinator for resolution and/or decision-making.

The project will appoint two External Evaluators, Alexander Shvakov, Ph.D., vice-head of the Department of Labour and Employment of Saratov Region, RU, and Ms Sue Stevens of E-Skills UK. They will offer advice to the Steering Committee and the Working Groups on the effectiveness of the work being carried out by the project and will contribute to the Steering Committee's Reports by offering a critical commentary on the work of the project.

<i>Outcome/output title:</i>	<b>MANAGEMENT OF THE PROJECT</b>		<i>Ref. N°:</i>	<b>9</b>
<i>Starting date:</i>	M1	<i>End date:</i>	M24	
<i>Related Assumptions and risks:</i>	Management structure and individual staff roles will remain throughout project Availability of Working Group coordinators for meetings			

<i>Activity title:</i>	<b>Continuous management through coordination</b>		<i>Sub Ref. N°:</i>	<b>9.1</b>
<i>Starting date:</i>	M1	<i>End date:</i>	M24	
<i>Description of the activity:</i>	<p><b>A continous management process based on the coordination group providing leadership is planned, offering support and training to all members to all members of the consortium. The Project coordinator will lead the team, reporting to the Steering Committee on matters of concern from quality control mechanisms.</b></p> <p><b>Senior members of each institution wil act as Chairs of the relvant Working Groups, and will keep the Coordinator and the RU Coordinator informed of activities and progress towards goals.</b></p> <p><b>Senior Administratives of each RU Partner will be invited to the meetings of working groups and to the meetings of the Steering Committee when they meet in-country and will be kept aware of all developments throughout the project</b></p> <p><b>The technical staff and appointed staff to the project will be responsible to the Steering Committee and will report progress at 6 monthly periods if a Steering Committee meetings does not occur at such interval.</b></p>			
<i>The consortium member/s or experts who will carry out the activity:</i>	Steering Committee and Working Groups Rectors and senior administrators in RU partners Staff appointed to membership of Working Groups Administrative staff supporting the project			
<i>Target group/s:</i>	Senior managers Staff appointed to membership of Working Groups Administrative staff supporting the project			
<i>Inputs:</i>	Staff time subsumed into activities at sections 1.1, 1.2, 1.3, 1.4, 1.8, 1.92.1, 2.2, 3.1, 4/1, 4.3, 7.1, 8.1 + additional 10 days for coordinators to organise meetings and write reports.			

<b>COSTS RELATED TO THE MANAGEMENT OF THE PROJECT</b>	
<i>Budget Heading</i>	<i>Related Costs in €</i>
<i>Staff Costs</i>	4500
<i>Cost of Stay and Travel Costs</i>	
<i>Equipment Costs</i>	
<i>Printing and Publishing Costs</i>	
<i>Other Costs</i>	
<i>Overheads</i>	

<i>Total Costs</i>	<b>4500</b>
--------------------	-------------

## SECTION IV: SUMMARY OF THE PROJECT

A summary of the project must be provided in English, French or German and may be included in future Tempus publications. This summary should be a snapshot and should include the main features of your project. Please make sure that the information you provide in this section is consistent with the Logical Framework Matrix.

<p><b>Outputs and Outcomes:</b> (as in LFM)</p>	<ol style="list-style-type: none"> <li>1. Development of two-level curricula (B.Sc. and M.Sc.) for internationally recognised degrees in Information Systems &amp; Technologies for Russian higher educational system</li> <li>2. Production of new teaching materials for new courses based on international standards, modern educational strategy</li> <li>3. Organization of Centre for Excellence in Higher Education in IT and Joint International Educational Commission in IT</li> <li>4. Implementation of Quality Management System for modern Russian higher IT-education</li> <li>5. Dissemination of Project's results</li> <li>6. A continuously managed project</li> <li>7. Sustainability</li> </ol>
-----------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### Summary of the Main Features of the Project:

The project aims to develop an alternative new structure for higher education in IT in Russia, drawing on international experience, particularly with respect to innovative methods of learning and teaching and quality assurance. The new structure will involve two-level curricula and implementation of ECTS. This will facilitate mutual recognition of course content, credit transfer and the development of joint programmes. It will help not only to improve the quality of education of IT specialists in provincial Russian universities but also will ensure that their educational experience is internationally recognised. The RU partners have similar experience of higher education in IT and previous successful collaboration guarantees similar successful fulfillment of the project's objectives.

Three programmes will be developed in the course of the project: B.Sc. in Information Systems and 2 Masters programmes, M.Sc. in Information Technology and M.Sc. in Software Engineering. One Masters programme will be taught by distance learning methods using electronic resources, the other using blended learning, combining traditional and online approaches. Feedback will be provided by local industries as well as by students. It is intended that the new curricula will be recognized and accredited by EU Partners and by RU universities, as well as by the Russian Federal Agency of Education.

Delivery of the three new programmes will require the development of material for 36 modules. This will be developed in traditional (printed) and in electronic form, including web-based resources. For this purpose, RU academic and technical staff will visit EU universities to study modern course content, methods of learning and teaching, and the delivery and management of web-based materials. IT faculties of SSTU, ASTU, NSUEM will be equipped with modern hardware and software necessary for the delivery of the new curricula.

The project will also involve senior managers and academic staff in the evaluation of quality management approaches to IT education both in Russia and the E, in order to develop a Quality Management System (QMS) for Russian Higher Education in IT, based on both international standards and local business needs. The QMS will be adopted by the Academic Boards of ASTU, SSTU, NSUEM.

The sustainability of the project will be assured by setting up a Centre for Excellence for Higher Education in IT at SSTU, the main Russian partner, and the creation of Joint International Educational Commission in IT based at the the Centre. Through the Centre and the Commission the experience of developing internationally recognised IT curricula will be shared with other Russian universities. The Centre will provide consultancy and the training of academic staff; it will organise seminars and conferences and provide web-based resources. The web-site will be used for on-line discussion forums in which RU and EU IT educators and business representatives will be encouraged to participate.

The RU and EU partners will write a book "Russian Higher IT-Education: An International Approach". The book will report on the key findings of the project, identify the main problems experienced in applying educational principles derived from the EU to the Russian context and in implementing ECTS in Russian universities. It will also explore ways of developing Russian higher education in IT and describe EU curricula in Information Systems, Information Technologies and Software Engineering. The book and teaching materials, delivered on CD, will be distributed among Russian universities at the dissemination conference to be held towards the end of the project.

Quality assessment of the project will be guaranteed by two external experts: one from Russia, one from the UK, with expertise in the evaluation and accreditation of university curricula and in the needs of employers of graduates of IT.

**Quantitative data concerning the training of target groups involved in your project**

<b>Number of teaching staff trained or retrained</b>	<b>105</b>
<b>Number of trainers trained</b>	<b>21</b>
<b>Number of trainees trained</b>	<b>105</b>
<b>Number of administrative staff trained or retrained</b>	<b>14</b>
<b>Number of students involved or trained</b>	<b>300</b>

<b>Please tick the relevant boxes indicating which of these elements are covered by your project:</b>	
Bologna Process	Yes
Adoption of a system of easily readable and comparable degrees	Yes
Diploma supplement	Yes
Adoption of a system based on two main cycles, undergraduate (bachelor) and post-graduate (Master or doctorate)	Yes
Establishment of a system of ECTS to promote student mobility	Yes
Promotion of European co-operation in Quality Assurance	Yes
Promotion of the necessary <i>European dimensions</i> in higher education	Yes
<i>Lifelong learning</i> as an essential element of the European Higher Education area	Yes
Promoting the attractiveness of the European Higher Education Area	Yes
Other credit systems	Yes
Modular structure of curriculum	Yes
Quality Assurance	Yes
e-Learning	Yes
University/Enterprise co-operation	Yes
Links to the labour market in degree programmes	Yes
Links with other EU education programmes	Yes
Set up of project website	Yes
Qualification frameworks	Yes
<b>Teacher training</b>	
Language	Yes
IT skills	Yes
Social and intercultural skills	Yes
<b>Links with VET in</b>	
Adult training	<<Choose...>>
Non-formal and informal education	<<Choose...>>
Active citizenship	<<Choose...>>
Occupational guidance and counselling	<<Choose...>>

## SECTION V: FUNDING REQUIREMENTS

In tables 1 to 6 you are asked to provide estimates of the Tempus grant you would require to carry out your project (95% of the project costs). Please complete the tables you will find below, assigning costs to the headings Staff costs, Travel costs and costs of stay for staff and students, Equipment costs, Printing & Publishing costs, Other Costs and Overheads.

In Table 7 you are asked to provide a detailed estimation on the amount to be co-financed by the consortium members, which should at least equal 5% of the eligible project costs.

Finally, table 8 presents the summary of the previous tables and will be aggregated automatically from the data you provided. Please note that below the summary table messages will appear, informing you about the compliance with the ceilings outlined in the Guide for Applicants.

Applicants should note that tables 1-6 only refer to the **Tempus grant** and not the overall **project costs**.

Applicants should also note that the **Tempus grant** consists of the operational costs (tables 1-5) and of overhead costs (table 6), which can be allocated up to a flat rate of 7% of the operational costs; whereas the **project costs** consist of the total amount needed for the implementation and realisation of the project and is composed of the Tempus grant plus the co-financing (tables 1-7).

A Tempus grant may co-finance **up to 95%** of the eligible costs of a project. The maximum grant for any project may not exceed:

- **€300,000 for a project lasting, in principle, 2 years..**

These are **maximum** amounts and any budget plan should demonstrate its consistency with the details of the project description. All amounts must be expressed in Euro (€).

The following ceilings should be applied:

- Staff costs: maximum 30% of the Tempus grant;
- Equipment: maximum 30% of the Tempus grant;
- Overheads / Indirect costs: maximum 7% of the operational costs covered by the Tempus grant.

Applicants should be aware that the non-compliance with the indicated budget ceilings may lead to a lower assessment grade or even the failure of the proposal.

**Please do not use any decimals and do not use “thousand separators”. The figure “one thousand” should be indicated with consecutive digits: 1000 and NOT 1,000 or 1.000 or 1 000 or 1000,00**

**Table 1: Staff costs**

**the maximum allowed for staff costs is 30% of the Tempus grant**

The table below refers to the costs for both the academic and administrative personnel involved in the project.

Please note that local rates must be used. For further details on eligible staff costs please refer to the *Guide for Applicants*.

STAFF COSTS (please specify what type of activity will be covered and provide a <b>quantification</b> in hours for the human resources needed for these activities)*	Amount required from Tempus in €
<b><i>EU Academic Staff</i></b>	
1. 1.1 External evaluator 5 days @ 300 euros = 1500 2. 1.1 EU consultant 3 * 3 days @ 300 = 2700 3. 1.2 EU consultant 4 * 2 days @ 300 = 2400 4. 1.3 EU consultant 3 * 2 days @ 300 = 1800 5. 1.4 EU consultant 5 * 2 days @ 300 = 3000 6. 1.6 EU consultant 3 * 2 days @ 300 = 1800 7. 1.9 EU senior staff 3 * 3 days @ 450 = 4050 8. 2.1 Staff replacement for teaching: 3 * 3 weeks * 600 = 5400 9. 2.2 EU consultant 3 * 3 days @ 300 = 2700 10. 3.2 EU consultant 3 * 1 day @ 300 = 900 11. 4.1 EU senior staff 2 * 2 days @ 450 = 1800 12. 4.3 EU senior staff 2 * 2 days @ 450 = 1800 13. 5.1 EU consultant 3 * 4 days @ 300 = 3600 14. 5.2 EU consultant 3 * 3 days @ 300 = 2700 15. 8.1 External evaluator 9 days @ 300 = 2700 16. 8.2 EU consultant 4 * 2 days @ 300 = 2400 17. *** 9.1 Project Management 10 days @ 450 = 4500	1. 45750
<b><i>Partner Country Academic Staff</i></b>	
1. 3. academic staff to manage the Centre of Higher Education Excellence in IT for 1,5 years (1 x 400 euro per year x 1,5 years) = 600 2. 8.1. RU evaluator 7 days x 100 = 700 3. 8.2 Academic staff 3 * 2 days @ 200 = 1200 4. 2.1. staff costs of translation of teaching materials 2 persons x 3 months x 250 euro = 1500	1. 4000
<b><i>EU Administrative Staff</i></b>	
1. 6.1. EU co-ordination part-time staff at UWE: 6000 x 2 = 12000, TU: 3000 x 2 = 6000, OUT: 3000 x 2 = 6000. Total = 24000. 2. 3.3 6 days of preparation of documentation for JEICIT x 300 euro x 2 persons = 3600	1. 27600
<b><i>Partner Country Administrative Staff</i></b>	
1. 1.6. 2 technicians 15 months at 200 euro per month = 6000 2. 3.2. 1 technician 12 months at 200 euro per month = 2400 3. 5.3. materials production staff 20 days x 25 euro = 500 4. 2.2. CD materials production staff 2 weeks x 50 euro x 2 persons = 200 5. 3.3. 14 days of preparation of documentation fir JEICIT x 25 euro x 2 persons = 700 6. 6.1. local part-time coordinator at ASTU, NSUEM 2 years x 500 = 1000 7. 6.1. local part-time coordinator at SSTU 2 years x 600 = 1200	1. 12000
<b>TOTAL STAFF COSTS:</b>	<b>89350</b>

*\* (Please provide specific calculations, e.g.: Lecturers of Partner Country Universities A and B x X number of hours x Y Euro per hour equals Z, etc.*

**Table 2: Costs of Stay, Travel Costs, Institutional costs**

For maximum costs of stay, please refer to the Guide for Applicants, Part IV pages 15 to 19. The consortium should additionally calculate estimated travel costs and should request the total for both costs of stay and travel.

*Please indicate in this table which mobilities are planned throughout the whole project duration*

*Staff/trainees*

Direction		Number of flows*	Total costs of stay + Travel costs required from Tempus (€)
From	To		
Partner Country	EU/Candidate Country	35	69890
EU/Candidate Country**	Partner Country	8	7950
EU	EU	1	1150
Partner Country	Partner Country		
Within a Partner Country		38	7560
		<b>Total:</b>	<b>86550</b>

*Students (only in the framework of Curriculum Development and University Management projects)*

Direction		Number of flows*	Total costs of stay + Travel costs + Institutional costs*** required from Tempus (€)
From	To		
Partner Country	EU		
EU	Partner Country		
Partner Country	Partner Country		
Within a Partner Country			
		<b>Total:</b>	

*Institutional costs*

Flows to EU institutions:	A maximum of € 500 per student for a study period of 3 to 5 months A maximum of € 1000 per student for a study period of 6 to 12 months
---------------------------	--------------------------------------------------------------------------------------------------------------------------------------------

Flows to Partner Country institutions:	A maximum of € 200 per student for a study period of 3 to 5 months A maximum of € 400 per student for a study period of 6 to 12 months
----------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------

- \* Please note that one flow=one journey. In the case of group travel, each person should be considered as an individual flow (5 staff travelling to the same project meeting = 5 flows). Should an individual carry out several visits, each visit should be considered as 1 flow (Prof X participating in 3 coordination meetings abroad = 3 flows).
- \*\* In this direction Tempus funds may only be used for mobilities of EU consortium members and/or EU individual experts or of individual experts from Candidate Countries travelling to Partner Countries.
- \*\*\* Institutional costs are eligible for “student study periods” abroad only.

**Table 3: Equipment costs**

**the maximum allowed for equipment costs is 30% of the Tempus grant**

Here you should detail and quantify items of equipment needed for the activities, listed clearly by the partner country university/ies at which each item will be installed.

You should ensure that these details correspond to those given in the Outcome Tables. Please remember that only partner country universities may benefit from equipment funding.

LIST OF EQUIPMENT	Beneficiary university/ies	Amount required from Tempus in €
1. 1 Server, network equipment, 10 PC, 1 LCD projector, 2 printers, 2 A3 scanners, fax, 1 copier for effective copying of dissemination materials, interactive whiteboard, software for the Center of Higher IT-education Excellence	1. SSTU	
2. 1 Server, network equipment, 10 PC, LCD projector, 1 printer, 1 copier, 1 A3 scanner, interactive whiteboard, software	2. SSTU	1. 30000
	3. ASTU	2. 20000
	4. NSUEM	3. 20000
3. 1 Server, network equipment, LCD projector, 1 printer, 1 copier, 1 A3 scanner, interactive whiteboard, software		4. 20000
4. 1 Server, network equipment, LCD projector, 1 printer, 1 copier, 1 A3 scanner, interactive whiteboard, software		
	<b>TOTAL EQUIPMENT COSTS</b>	<b>90000</b>

**Table 4: Printing and Publishing costs**

Please estimate the amount you would require to cover printing and publishing costs and give details on the type of material.

TYPE OF PUBLICATION AND N° OF COPIES (indicative)	Amount required from Tempus in €
1. Printing and publishing of the Book " Russian Higher IT-education: An International Approach" - 300 copies	1. 5000
2. 36 units of learning (300 copies each): handbooks, teacher's guides, manuals	2. 5000
3. Accreditation materials	3. 300
4. CD with electronic teaching materials: costs of photographic design, copyright and production - 1000 copies	4. 4800
<b>TOTAL PRINTING AND PUBLISHING COSTS</b>	<b>15100</b>

**Table 5: Other costs**

Here you should anticipate any other eligible expenses, which might arise during your project, giving reasons for each item. Expenses listed here must be fully detailed and justified.

EXPENSES (please specify)	REASON (please specify)	Amount required from Tempus in €
1.	1. Reason	1.
<b>TOTAL OTHER COSTS</b>		

**Table 6: Overheads**

**the maximum allowed for overheads is 7 % of the operational costs covered by the Tempus grant**

Please indicate the amount needed to cover overheads.

OVERHEADS (please specify)	Amount required from Tempus in €
1. General project specific running costs such as stationery, telephone, fax, costs of obtaining visas	1. 19000
<b>TOTAL OVERHEADS</b>	<b>19000</b>

**Table 7: Summary of project co-financing requirements**

Applicants should specify through which resources (their own, from other EU Institutions or EU Member States, other organisations) they intend to co-finance the project, on which basis the co-financing has been calculated and what the amount to be co-financed is likely to cover. As the co-financing is an additional heading, expenses that have been declared in any of the previous financial tables covering the Tempus grant (tables 1-6) cannot be declared under co-financing again.

Applicants should note that overheads/indirect costs, the costs of premises (purchase, rent, heating, maintenance, repairs etc.), the purchase of office and/or classroom furniture and exchange losses do not represent eligible costs and thus may not be declared under the heading co-financing.

Source of CO-FINANCING*	Justification**	Item***	Amount (in €)
1. SSTU own resources 2. SSTU own resources 3. ASTU own resources 4. NSUEM own resources 5. UWE own resources 6. TU own resources 7. OUT own resources	<p>Application Form, Terms and Conditions (2006 European Project - 15/12/2006 year), Web-hosting for at least of 5 years: 200 Euro initial registration + 200 Euro web-hosting per year=1200 Euro); technical support of Centre of Higher IT-education Excellence web-site for 2 years 4800 Euro</p> <p>2. English language training 8 weeks in each RU university for academic staff participating in mobilities to EU (120 hours x 10 Euro= 1200 Euro); technical staff costs for installation of the hardware and software - 500 Euro), web-site technical and programming support : 100 Euro per month x 12 months=1200 Euro); staff costs of academic staff conducting cascade training (16 days x 7,5 Euro x 4 persons=480 Euro)and preparation of training materials (3 days x 7,5 Euro x 4 persons=90 Euro); translation of teaching materials 2500 Euro</p> <p>3. English language training 8 weeks in each RU university for academic staff participating in mobilities to EU (120 hours x 10 Euro= 1200 Euro); technical staff costs for installation of the hardware and software - 500 Euro), web-site technical and programming support : 100 Euro per month x 12 months=1200 Euro); staff costs of academic staff conducting cascade training (16 days x 7,5 Euro x 4 persons=480 Euro)and preparation of training materials (3 days x 7,5 Euro x 4 persons=90 Euro)</p> <p>4. the same as in item 3.</p> <p>5. financial management of the project 30 days x 7,5 hoursx23 Eurox3 persons;providing tainers from own staff 25 euro per hour</p> <p>6. preparation of training materials 7 days x 7,5 hours x 3 personsx25 Euro; providingtrainers from own staff 25 hours per hour</p> <p>7. 6. preparation of training materials 5 days x 7,5 hours x 2 personsx25 Euro; providing 2 trainers from own staff 25 hours per hour</p>	<p>1. communication, web-support</p> <p>2. Staff costs</p> <p>3. Staff costs</p> <p>4. Staff costs</p> <p>5. Staff costs</p> <p>6. Staff costs</p> <p>7. Staff costs</p>	<p>1. 9000</p> <p>2. 5970</p> <p>3. 3470</p> <p>4. 3470</p> <p>5. 6400</p> <p>6. 5675</p> <p>7. 2875</p>
	<b>TOTAL CO-FINANCED</b>		<b>36860</b>

*\*(E.g.: EU grant, governmental subvention, organisation/institution's own resources)*

*\*\* (E.g.: Preparation of training materials= 2 days x 7,5 hours x 3 persons x € 25*

*\*\*\* (E.g.: Equipment, staff costs, publications))*

**Table 8: Summary of project funding requirements**

The estimated amounts given for each heading should correspond to the totals in the tables which detail the budget breakdown for each category of expenditure and must be expressed in Euro (€).

*In order to have this summary table properly calculated, please alternately tick/un-tick the two tick-boxes below.*

<b>PROJECT COSTS</b>	<b>TOTAL</b>
A.1 Staff Costs	€ 89350
A.2 Travel costs, costs of stay and inst. costs	€ 86550
A.3 Equipment	€ 90000
A.4 Printing & publishing	€ 15100
A.5 Other costs	€ 0
<b>SUBTOTAL (A.1 – A.5)</b>	<b>€281000</b>
A.6 Overheads (up to a flat rate of 7% of the subtotal A.1 – A.5)	€ 19000
<b>A: Total Tempus grant (A.1 – A.6):</b>	<b>€300000</b>
<b>B: Amount to be co-financed by the consortium (constituting of a minimum of 5% of the eligible project costs)</b>	€ 36860
<b>GRAND TOTAL (A+B):</b>	<b>€336860</b>

- Once you have provided the amounts in the detailed financial tables on previous pages, alternately click these two tick-boxes in order to update the totals in the table above and the verification messages below*
- 

- Staff Costs ceiling of 30% of total Tempus grant is respected
- Equipment Costs ceiling of 30% of total Tempus grant is respected
- Overheads ceiling of 7% of total operational costs covered by Tempus grant is respected
- Total Costs requested from the Tempus programme are within the limits
- Co-financing amount respects the 5% minimum of total project cost (A+B)

I have verified the amounts reported in the summary table above (Table 8 - Summary of project funding requirements) and checked that these comply with the Tempus ceilings and thresholds specified in the Guide for Applicants and restated at the beginning of Section V – Funding Requirements.

In rare cases the settings of the automatic calculation of the above summarising table might not be properly working. Applicants are therefore advised to counter-check their figures, using an excel calculator which can be found on the Tempus website ([http://ec.europa.eu/education/programmes/tempus/deadlines\\_en.html](http://ec.europa.eu/education/programmes/tempus/deadlines_en.html)).



## SECTION VI: ADMINISTRATIVE DOCUMENTS

On the following pages you will find two different forms to be filled out concerning the legal status of the applicant – the so-called "Legal Entities" forms:

- (1) a form for "Public Entities"
- (2) a form for "Private Companies"

Please note that:

"Public Entities" are organisations and institutions whose founding act is based on public law (such as resolution, law, decree or decision etc.),

whereas;

"Private Companies" are not only companies but also organisations and institutions whose founding act is based on private law (such as registration, agreement, contract, declaration of association etc.).

If you are a public organisation or institution please fill in the form "Public Entity".

If you are a private organisation or institution please fill in the form "Private Company" even if you are not a company.

## LEGAL ENTITIES

### **PUBLIC ENTITIES**

<i>(Please select from the buttons below or fill in the related fields.)</i>	
TYPE OF COMPANY	
NGO (Non Governmental Organisation) <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME(S)	
ABBREVIATION	
OFFICIAL ADDRESS	
POSTAL CODE	P.O. BOX
CITY	
COUNTRY	
VAT NUMBER	
PLACE OF REGISTRATION	
DATE OF REGISTRATION Day / Month / Year	
REGISTRATION NUMBER	
PHONE	FAX
E-MAIL	
CONTACT PERSON	
<b>THIS “LEGAL ENTITY” FORM SHOULD BE FILLED IN AND RETURNED TOGETHER WITH:</b>	
<ul style="list-style-type: none"> <li>• A copy of the resolution, law, decree or decision establishing the entity in question;</li> <li>• Or, failing that, any other official document attesting the establishment of the entity.</li> </ul>	
DATE	<i>STAMP</i>
NAME AND FUNCTION OF THE AUTHORISED REPRESENTATIVE	
SIGNATURE	



**FINANCIAL IDENTIFICATION**

<i>(To be filled in by the Grant Applicant)</i>	
<b>ACCOUNT HOLDER</b>	
NAME	
ADDRESS	
TOWN / CITY	POSTCODE
CONTACT PERSON	
TELEPHONE	
E-MAIL	
VAT NUMBER	
<b>BANK</b>	
BANK NAME	
BRANCH ADDRESS	
TOWN / CITY	POSTCODE
BANK/BRANCH CODE	
ACCOUNT NUMBER	
SWIFT	
IBAN	
REMARKS:	
BANK STAMP + SIGNATURE of BANK REPRESENTATIVE:	DATE + SIGNATURE of ACCOUNT HOLDER: (Obligatory)

**SECTION VII: CHECKLIST**

Before submitting your application by e-mail, please make sure that it is complete and tick the boxes accordingly:

1. The <u>Declaration</u> (Section I) is completed	<input type="checkbox"/>
2. The <u>Legal Entities Form</u> (Section VI) is filled in	<input type="checkbox"/>
3. The <u>Financial Identification Form</u> (Section VI) is filled in	<input type="checkbox"/>
4. The <u>Basic data</u> (Section II) on the project is provided	<input type="checkbox"/>
5. All the <u>consortium members</u> (Section II) are listed and contact persons are indicated	<input type="checkbox"/>
6. The <u>description</u> of the project covering all questions (Section III) is provided	<input type="checkbox"/>
7. The <u>project summary sheet</u> (Section IV) is complete	<input type="checkbox"/>
8. The tables regarding <u>funding requirements</u> (Section V) are complete	<input type="checkbox"/>

Before submitting the original supporting and administrative documents after receipt of your project registration number, please make sure that they are complete and tick the boxes accordingly:

1. The cover letter indicating the registration number is enclosed.	<input type="checkbox"/>
2. The <u>Declaration</u> (Section I) is signed and stamped or sealed	<input type="checkbox"/>
3. The <u>Legal Entities Form</u> (Section VI) is signed and stamped	<input type="checkbox"/>
4. The <u>Financial Identification Form</u> (Section VI) is signed and stamped	<input type="checkbox"/>
5. The <u>endorsement letters</u> are signed (Section I)	<input type="checkbox"/>
6. The <u>curriculum vitae</u> of the participating expert(s) is/are enclosed.	<input type="checkbox"/>