



Monthly Report September 2003

Date: 1 October 2003

Activity: 1 QAE - Quality Assurance and Evaluation, 2 PROcurement, 3 MOBility, 4 ADMInistration.

| | Actors | Plan | Previous month | Current month | Following month | Budget | Comment |
|------------|----------------------------------|--|--|--|---|--|---|
| QAE | JF, CS, BB, UKIM WG | 2 workshops; Advice on sustainable QA | Finalisation of Programme for Oct; Guidelines for Visits; Schedule for Visits; Draft Reflection Paper (as input for WS Oct). | Visits to 6 Faculties; WS Ohrid Oct; Oral feedback Reports from visits; Presentations on QA in AT, BG, HR. | Production of Final Opinion on Self-Evaluation and QA scheme; Written feedbacks on visits to 6 Faculties; Report on WS Ohrid Oct. | ~32% spent (estimate) | No deviation; Preparatory documents from UKIM asked; |
| PRO | TP, RD, UKIM WG | Application forms; Announcement to Faculties | Presentation of Feasibility Study; Plan for Project; Preparation for Technical Specifications and Tender. | Information Deans on Feasibility Study; Finalisation of Project (amendments and alternatives); Agreement on 15% Co-Financing. | Preparation of Tender Documents and Technical Specifications; | ~27% spent (estimate, without procurement) | No deviation; Co-Financing scheme of UKIM missing; |
| MOB | HS, IT, UKIM WG | Advice on AT expertise; Application forms | Official announcement and launch of website; Guidelines for Visiting Lecturers drafted. | Collection of proposals from Faculties and Visiting Lecturers; Simple address and access for platform implemented (www.navreme.net/ukim) | Collection of proposals from Faculties and Visiting Lecturers | ~21% spent (estimate, without lecturers) | Presentation at Rectors Council cancelled; otherwise no deviation. |
| ADM | Vice-Rector, Navreme, ZSI | | WS participants and evaluation delivered; Set-up of and participation in WGs explained; Updated Projectogramme delivered; List of documents; IN 2. | Formal acceptance Inception Report of UKIM received. Agreement UKIM and ZIS/BMAA on proposal for Budget Implementation in 3 components and Plan for 2004; MR 3; Possible event on Austrian national holiday. | MR 4; | | Proposal for Budget Implementation in 3 components and Plan 2004 available; Requests from ZSI answered. |

