



Project Team Meeting

Project No.: SK06-IV-02-012

**Strengthening cooperation between UVMP in Košice
and UiN in Bodø**



Košice

27 June – 1 July 2016

The project team members from the University of Veterinary Medicine and Pharmacy in Košice welcomed their project partners from Nord University at the third project team meeting which took place in Košice from 27th June to 1st July 2016.

Several topics were on the agenda:

- Updates from the partners since previous meeting in Košice were given.
- A draft proposal of a Joint PhD programme in Aquatic animal health and welfare was further discussed.
- A draft Agreement on Cooperation was discussed.
- Evaluations of intensive courses for students and PhD students were made.
- Financial and administrative questions were discussed

The project team participated in the Graduation ceremony in the Košice State Theatre.

We are all looking forward to the final meeting at NORD University in Bodø in August 2016!

PROGRAMME:

Monday, 27 June

Arrival in Košice

Tuesday, 28 June

Time	Topic
9:30-16:30	Graduation ceremony
17:00 - 18:00	PhD programme - discussion about accreditation file, Part 1 Assigning of tasks
19:00 - 21:00	Working dinner

Wednesday, 29 June

Time	Topic
9:00 -14:30	NORD team – group discussions concerning tasks assigned to the project team
14:30 - 18:00	Joint PhD programme - discussion about accreditation file, Part 2

Thursday, 30 June

Time	Topic
9:00 - 12:00	Financial and administrative questions Draft Agreement on Cooperation Joint PhD programme - discussion about accreditation file, Part 3
12:00 - 14:00	Lunch

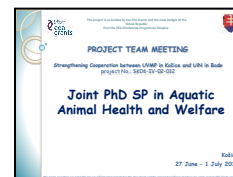
Friday, 1 July

Departure

PRESENTATIONS:

1. JOINT PhD PROGRAMME

Zita Faixová (Vice-Rector for Education and Study Affairs, UVMP in Košice)



2. AGREEMENT ON COOPERATION

Zita Faixová (Vice-Rector for Education and Study Affairs, UVMP in Košice)
Ivana Pahulyiová (Project Department, UVMP in Košice)



3. ADMINISTRATIVE AND FINANCIAL ISSUES

Ivana Pahulyiová (Project Department, UVMP in Košice)



PROJECT TEAM MEETING

Strengthening Cooperation between UVMP in Košice and UiN in Bodø
project No.: SK06-IV-02-012

Joint PhD SP in Aquatic Animal Health and Welfare

Košice

27 June – 1 July 2016

Accreditation file - application form

I. Basic Information				
I.1 Higher education institution	<i>University of Veterinary Medicine and Pharmacy in Košice</i>			
I.2 Faculty				
I.3 Place where SP is provided	<i>UVMP in Kosice, NORD Universitet (Norway)</i>			
I.4 Study branch	<i>6.3.11</i>	<i>Animal Hygiene and the Environment</i>		
	<i>6.3.2</i>	<i>Food Hygiene</i>		
I.5 Name of SP	<i>Aquatic animal health and welfare</i>			
I.6 Level	<i>Third</i>			
I.7 Total number of credits				<i>180</i>
I.8	<i>not applicable</i>			
I.9	<i>not applicable</i>			
I.10 Form of study	Daily, full-time	<i>yes</i>	External	<i>no</i>
		Full-time form	External form	
I.11 Standard length of study	<i>3 years</i>			
I.12	<i>not applicable</i>			
I.13 ID code of the SP	<i>new</i>			
I.14 Language of instruction	<i>English</i>			
I.15 Awarded academic title	<i>philosophiae doctor (PhD.)</i>			
I.16	<i>not applicable</i>	I.17 Joint SP		<i>yes</i>
I.18 Application type	<i>New study programme</i>			

II.1 – II.7 Level of research activities – **NORD:**

TASK 1

The new study programme will be covered by **3** full-time professors, associate professors, assistant professors (=“odborný asistent“ in Slovak, *an academic rank lower than associate professor, usually leading seminars and practical lab work*).

Please also indicate any part-time employees. The information should correspond to the course information sheets.

II.8 Library facilities – **NORD** (please check):

TASK 2



The University Library is NORD's major provider of information resources and services to assist all NORD- students in completing their studies in Norway. The book collection and the learning centre are located inside the main building complex next to the Faculty of Biosciences and Aquaculture. UBiN operates from three locations: the main library in Bodø as well as branches in Stokmarknes and Mo i Rana. The library is built on the learning centre concept with multiple rooms for multipurpose usage in addition to the ordinary library services. The library is exceptionally well equipped for easy electronic access to library resources, with numerous modern computers available in all major areas and study rooms. Access to these resources is also available via students' own laptops through the free wireless internet at NORD. At home, students can log on via our website. The library collection includes more than 100,000 volumes of books and periodicals. The Library has access to more than 90,000 e-books and around 17,000 electronic periodicals, available through a broad selection of databases. These are searchable through ORIA, an integrated catalogue of Norwegian research libraries. Library users also have access to resources from around the country via ORIA. Students get access to a personal ORIA-account where they can check loans and due dates, renew loans and check the status of items requested from other libraries. New additions are regularly procured in cooperation with the scientific staff. A strong emphasis on databases and electronic full text resources has increased access to periodicals and given opportunities for bibliographical searches. Most paper subscriptions can now also be found in full text version and available for students.

II.9 Infrastructure and material for the new study programme – **NORD (please check and complete):**

TASK 3

The infrastructure of the campus of NORD is modern and well equipped. It has modern facilities for students and researchers in the main university buildings at Bodø campus. It has advanced equipment for the study of genomics, one of today's cutting-edge fields of bio scientific research. These facilities are augmented by a large, well-equipped research station on the water's edge, a 15-minute walk from the main campus. In total, the Faculty has access to 995 m² of standard laboratories (dry labs) at the main campus, and 1500 m² of laboratories with access to seawater (wet labs) at Mørkvedbukta research station. General equipment in the laboratory areas includes RO water, autoclave, dry sterilization cupboard, centrifuges (evaporating, high speed etc.), scales, heating ovens, pH-meter, ultrasound bath and homogenizer, N₂- evaporator, rotary evaporators, water baths, liquid nitrogen storage tanks, -80 °C freezers etc. They also have fixed projectors, connected to a computer and screens. All laboratories at the faculty have special room for cleaning, various rooms for chemicals, special room for scales, small rooms for cold and deep freeze, and various rooms for storage.

Please complete the table below with the most important equipment to be used in the new SP:

Name of equipment:	Name of laboratory (workplace) :	Number of items
.....		
.....		

II.10 Description of premises used for the study programme – **NORD** (please check):

TASK 4



Premises for lecturing; auditoriums, seminar rooms and group rooms

Type of area	Area, m ²	Places
15 Auditoriums	1781 m ²	1688
34 Seminar rooms	2006 m ²	1102
42 Group rooms	518 m ²	278

Premises for supervised laboratory work

Type of area	Places
1471 – Chemistry laboratory	24
1470 – Microbiology laboratory	---
1467 – Histology laboratory	20-24

The faculty offers modern facilities, including state-of-the-art laboratories and a large, well-equipped research station with its own harbour.

Lab facilities used for research and education are very advanced and updated. The genomic platform is the most modern in Norway. There is specialised labs for health studies as well as a lab for virology. One of the research groups are well recognised working on gut health in fish

The Faculty of Biosciences and Aquaculture (FBA) has unhindered access to common facilities such as library, office space, lecture halls, meeting rooms, video-conference facilities and specially designed space like laboratories, and other areas needed for experimental work.

II.10 Description of premises used for the study programme – **NORD** (please check):

Main campus:

The light green areas indicate the student laboratory areas.

The remaining green areas indicate the areas of FBA

The grey areas indicate auditoriums.

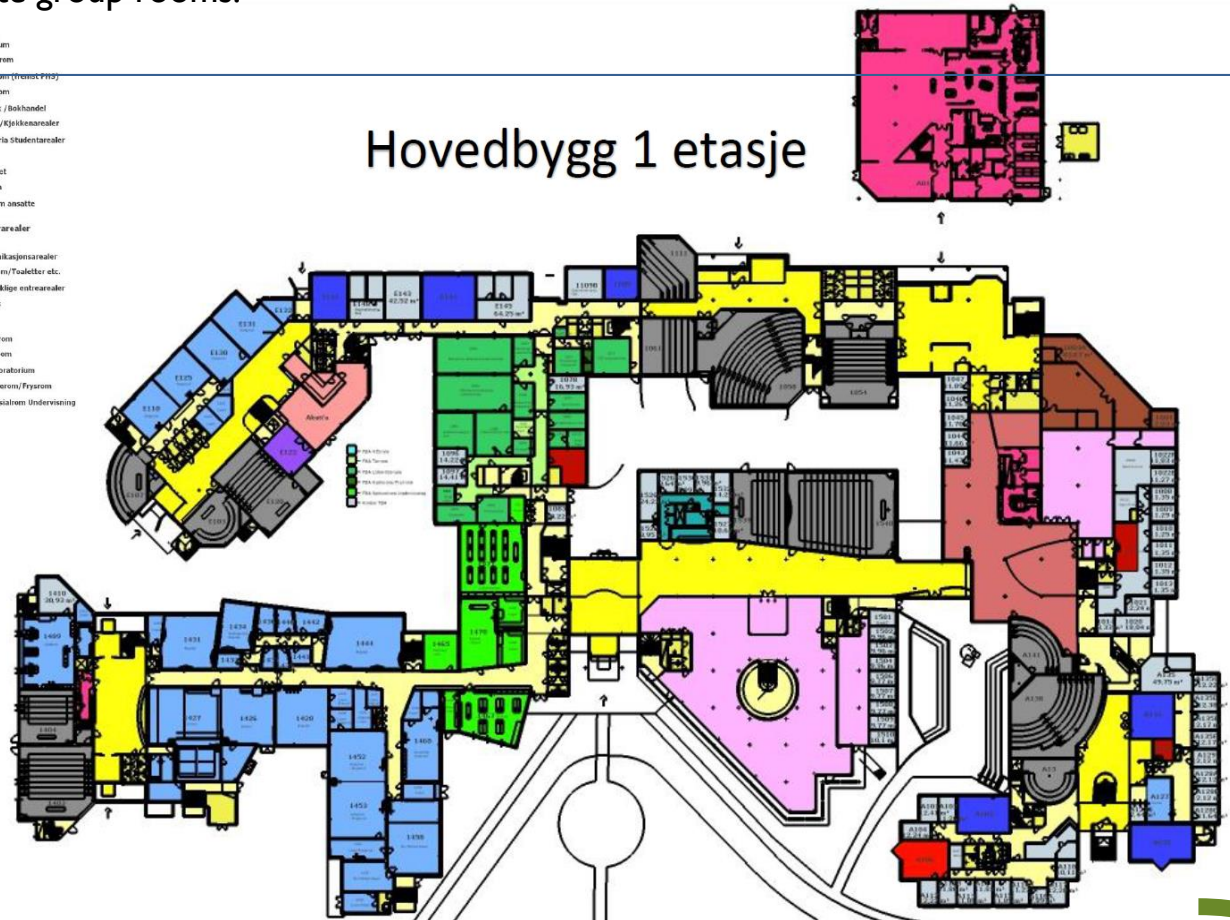
The light blue areas indicate seminar rooms.

The indigo areas indicate group rooms.

Ground floor:

- Auditorium
- Seminarrom
- Spesialrom (trentetvst)
- Gruppenrom
- Bibliotek / Bokhandel
- Kantine / Kjøkkenarealer
- Alexandria Studentarealer
- Akuttt'n
- Trykkeriet
- Møterom
- Pauserom onsdag
- Kontorarealer
- Kommunikasjonsarealer
- Teknikum/Teater etc.
- Hovedskole arealer
- Infodesk
- FBA Våtrom
- FBA Tøtrem
- FBA Laboratorium
- FBA Kjølerom/Pryssom
- FBA Spesialrom Undervisning

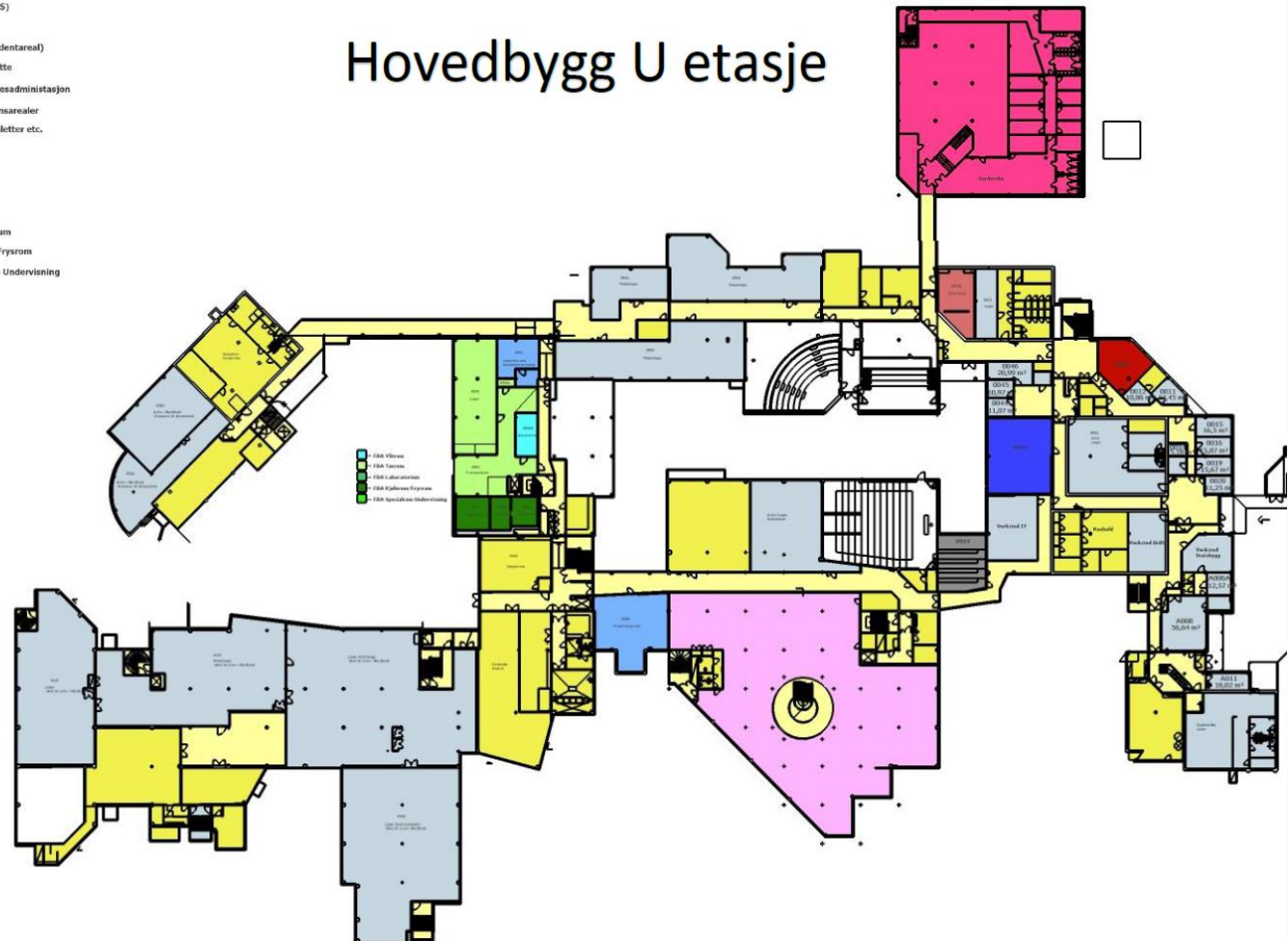
Hovedbygg 1 etasje



II.10 Description of premises used for the study programme – **NORD** (please check):

Basement

- Auditorium
- Seminarrom
- Spesialrom (PHS)
- Bibliotek
- Stille Rom (Studentareal)
- Pauserom ansatte
- Kontor etc. Fellesadministrasjon
- Kommunikasjonsarealer
- Teknikrum/Toaletter etc.
- "Ukjent" bruk
- FBA Våtrom
- FBA Torrom
- FBA Laboratorium
- FBA Kjellerom/Frysrom
- FBA Spesialrom Undervisning



II.11 Information technologies used in the study programme – **NORD** (please check):

TASK 5



KOLT at UiN in Bodø is a university support unit for using ICT in education. The staff have either pedagogical or technological background. The main mission of the centre is to give support to the faculty staff in online learning. KOLT has technological infrastructure to record lectures (Mediasite and Techsmith Relay) and a web-based system (Adobe Connect) for meetings that allow the students to communicate with one another and with the lecturers at a distance.

II.14 Number and structure of personnel covering the study programme – information should be based on the course information sheets:

TASK 6

Title or position	Physical number		Converted number		From which number of those working full-time
		From which no. of special professors (i.e. associate professor in position of a professor) is:		From which number of special professors is:	
Professor r_1					
Associate professor r_2					
		From which those with higher education of third level		From which those with higher education of third level	
Host professor r_3					
Assistant professor r_4					
Assistant r_5					
Lecturer r_6					
Academic workers in total $r_7=r_1+r_2+r_3+r_4+r_5+r_6$					
Researcher r_8					
Contract staff in total $r_9=r_7+r_8$					
Full-time PhD student r_{10}					
Other than contract staff (e.g. based on work performance agreement, etc.) r_{11}					
Total $r_{12}=r_9+r_{10}+r_{11}$					

II.17 List of all physical persons teaching obligatory and obligatory elective courses of the study programme - *information should be based on the course information sheets:*

TASK 7

Course title	Surname and first name	Posititon *	Qulification **	Part- time/full- time employe nt	Type of teaching work (P=lecture, C= practical exercises, S= seminar)	Core of the study branch yes/no -
1. Oblitory subject 1: Ecological and Interspecies Ethics	Viswanath Kiron Vatsos Ioannis Iversen Martin H.					
4. Oblitory subject 4: Principles in Animal Experimentation	Vatsos Ioannis Sørensen Mette Viswanath Kiron Iversen Martin H. Kristensen Torstein					
5. Obligatory subject 5: Sustainable aquaculture	Kristensen Torstein VatsosIoannis Brinchmann Monica Sørensen Mette Reiss Henning					
6. Obligatory elective subject 1: Aquatic animal Immunology	Viswanath Kiron Brinchmann Monica					
7. Obligatory elective subject 2: Aquatic animal welfare and stress remediation	Iversen Martin Brinchmann Monica Kristensen Torstein					



II.17 List of all physical persons teaching obligatory and obligatory elective courses of the study programme - *information should be based on the course information sheets:*

Course title	Surname and first name	Position *	Qualification **	Part-time/full-time employment	Type of teaching work (P=lecture, C= practical exercises, S= seminar)	Core of the study branch yes/no -
9. Obligatory elective subject 4: High throughput sequencing of non-model organisms	Truls Moum Hoarau Galice Johansen Steinar Jørgensen Tor Erik					
10. Obligatory elective subject 5: Individual special curriculum	Sørensen Mette					



II.17 List of all physical persons teaching obligatory and obligatory elective courses of the study programme

*

Code	meaning	Code	meaning
1P	Professor (position)	6V	Research worker - researcher
1H	Host professor	6T	Research worker – technician
2D	Associate professor (position)	6P	Research worker – auxiliary staff
3O	Assistant professor	0S	Full-time PhD student
4A	Assistant	9U	academic staff employed on other than work-contract basis
5L	Lecturer	9V	Research staff employed on other than work-contract basis

**

Code	Meaning (title)	Code	Meaning (title)
10	Professor with title “Doctor of Science“	30	Scientific title DrSc. (Sc.D.)
11	Professor with education of third level	31	Education of third level
12	Professor	32	Education of second level
20	Associate Professor with title “Doctor of Science“	33	Education of first level
21	Associate Professor with education of third level	99	Without higher education
22	Associate Professor		

II.25 Rules for establishing examination commissions for state examinations

Dissertation examination and defence of dissertation thesis is taken in front of a commission appointed by the Rector of UVMP in accordance with § 63, Section 4 of the Higher Education Act. The commission comprises experts approved by the Scientific Board (§ 63, Section 3 of the Higher Education Act).

The examination commission and the defence commission has at least 4 members (§63, Section 6 of the Higher Education Act). If the dissertation examination and dissertation thesis defence is taken by a PhD student studying at an external institution, the commission consists of the members from both UVMP in Košice and the external institution on a parity basis. In such a case, dissertation examination and defence of dissertation thesis may take place at the external institution.

In addition to the four members of the examination commission (§63, Section 6 of the Higher Education Act), of whom at least one is not from the workplace at which the PhD student is trained (if this workplace is UVMP in Košice), other members of the examination commission ~~compulsorily include a PhD student's tutor ??~~ and a representative of the UVMP's department/institute or the external institution's department, which runs the PhD programme. The Chairman of the commission and its members are appointed and withdrawn by the Rector of UVMP in Košice.

The rules for establishing examination commissions for state examinations are in line with the higher Education Act and the relating legislation.

TASK 8



The members of the examination commission from NORD are appointed by the Dean.

Rules for establishing examination commissions for state examinations are set out in: Act relating to universities and university colleges in Norway applies to this study (<https://lovdata.no/dokument/NL/lov/2005-04-01-15>)

II.34 Description of the courses included in the study plan from the point of view of the respective study branch(es)

TASK 9

Applicable study branches:

- Animal Hygiene and the Environment
- Food Hygiene

TASK 10

II.42 Number of credits for dissertation thesis, including thesis defence - ?

TASK 11

II.43 Final work (dissertation thesis) – aims and organisation

The organisation of dissertation thesis and thesis defence observe § 54a of the Higher Education Act. It is also included in the agreement of cooperation between UVMP and NORD.

TASK 12

II.54 Admission to study

Conditions for admission to study are in accordance with § 54a of the HE Act. They are also included in the agreement of cooperation between UVMP and NORD.

II.6I Ensuring quality of the study programme

TASK 13 ✓

Organisation and accountability

Responsibility for large parts of the quality assurance system for PhD education is allocated to the faculties. Monitoring of quality assurance for PhD programmes is, however, the realm of the faculty research committees, rather than the study quality committees. PhD students from each programme are represented in the local research committees, and have two members in the central Research Committee.

PhD quality reports are prepared annually by each faculty, and are presented for the faculty's local research committee. A summary of these reports and an assessment of institutional challenges are included in the annual status report of research activities, which is managed by the University Board.

Annual governance dialogue and quality report

Quality work with PhD programmes should provide the arena for permanent, annual dialogues between the university leadership and the faculties. For this purpose, each faculty will prepare a quality report in which they account for the status of the following areas:

1. Academic monitoring: Supervisory conditions and seminar activities.
2. Academic monitoring: Integration within research groups.
3. Monitoring of supervisors.
4. Course portfolio.
5. External network and internationalisation.
6. Expertise profiles of academic staff.
7. Recruitment basis and attractiveness.
8. Organisational quality.



II.6I Ensuring quality of the study programme

In addition to the annual governance dialogues between the Rector and the faculties and the quality reports, which provide the basis for these dialogues, the quality assurance system also contains several compulsory activities:


User survey for PhD students at the institution, to be carried out every second year. This survey contains questions relating to organisational quality and programme quality. The results of the survey should be analysed in the faculty's PhD quality report.

Permanent annual PhD forum, in which PhD students meet the Rectorate. Prior to these meetings, PhD students choose representatives to the institution's central Research Committee. The Rectorate and the student representatives have joint responsibility for the forum.

Compulsory evaluations of all PhD courses are arranged for each of the programmes.

Permanent faculty forums for monitoring of supervision. Academic forums, with a focus on the different aspects of the supervisory role, should be held at both the institutional and faculty levels regularly.

The opportunity for annual progression meetings with programme coordinators/research deans, should PhD students wish for this.

1. Scientific and pedagogical profile of a physical person – for professors and associate professors
2. Scientific and pedagogical profile of a physical person – for tutors/supervisors (if different from the persons listed above)
3. Recommended curriculum 
4. Agreement on Cooperation
5. Course information sheets
6. Required abilities and prerequisites of a PhD candidate
7. Rules on approval of supervisors in the SP

Curriculum

SCIENTIFIC PART

<u>UVMP</u>	credits	<u>NORD</u>	credits
Dissertation thesis defence			
Project of dissertation thesis			
Publication in a Current Contents journal		1 accepted, 2 manuscripts	
Scientific work outside CC			
Active participation in a scientific conference			
Total number of credits UVMP	?	Total number of credits NU	?

STUDY PART

Obligatory subjects:

<u>UVMP – 2 courses :</u>	SP unit lecture/ seminar	credits	<u>NORD – 3 courses:</u>	SP unit lecture/ seminar	credits
<ul style="list-style-type: none"> Pathological physiology, immunology and epidemiology Hygiene and technology of aquatic animals <p>(26 hrs of direct teaching + 10 hrs of practical work + self study) for 5 credits</p>	block courses	10 5	<ul style="list-style-type: none"> DR433F Ecological and Interspecies Ethics DR4XYF Sustainable aquaculture DR443F Principles in Animal Experimentation 	block courses	5 5 5

Obligatory elective subjects:

<u>UVMP – 3 courses:</u>	SP unit lecture/ seminar	credits	<u>NORD – 4 courses:</u>	SP unit lecture/ seminar	credits
<ul style="list-style-type: none"> Positive legislation of animal protection Ecology and Protection of the Environment Molecular Biology 		5 5 5	<ul style="list-style-type: none"> DR425F High throughput sequencing of non-model organisms AK410F Aquatic animal Immunology AK 4xyF Aquatic animal welfare and stress remediation DR435F Individual special curriculum 		5 5 5 5

Framework curriculum for a 3-year, daily form of PhD study

Year of study	Study part	Completion E = exam C = credit	credits	Scientific part	Completion E = exam C = credit	credits
1.	Obligatory subject 1 NORD		5	Methodology of dissertation thesis = research part + preparation for experiments, laborat. methods		30
	Obligatory subject 2 UVMP		10			
	Obligatory subject 3 UVMP		5			
	Obligatory elective subject 1		5			
	Obligatory elective subject 2		5			
	* <i>Presentation 1 (int.)</i>					
Total number of credits: 60						
2.	Obligatory subject 4 – NORD (WS) -		5	Written part of dissertation examin. (theoretical part)* <i>Presentation 3 (int.)</i> State exam (midterm evaluation) Research results and publication activities		10
	* <i>Presentation 2 (ext.)</i>		5		20	
	Teaching practice (4hrs/week; 13 weeks, assistance teachers, thesis-related topics, helping diplomates)				20	
Total number of credits: 60						
3.	Teaching activities (4hrs/week; 13 weeks)		5	Experimental work - (preliminary results) * <i>Presentation 4, 5 (ext.)</i> Research results and publication activities Dissertation thesis		5
					20	
					30	
Total number of credits: 60						
Total number of credits for 3 years: 180						
Study part			45	Scientific part		135

THANK YOU!

PROJECT TEAM MEETING

Strengthening Cooperation between UVMP in Košice and UiN in Bodo
project No.: SK06-IV-02-012

Agreement on Cooperation

Košice

27 June – 1 July 2016

Agreement on Cooperation (joint PhD study programme)

§ 54a of the HE Act concerning joint study programmes:

- 1) [...] Cooperating universities are involved in the formation of the joint programme, deciding on the admission process and deciding on the conditions for legitimate completion of the study.
- 2) The terms of cooperation [...] shall be determined by agreement of universities. The agreement shall specify in particular the conditions for admission to the study programme referred to in article 1, the conditions for its completion, details of its organization, awarded academic degree and details of documents on completion of studies.



Agreement on Cooperation (joint PhD study programme)

- *Conditions for admission to the study programme*
- *Conditions for completion of the study programme*
- *Details of its organization*
- *Awarded academic degree*
- *Documents on completion of studies*

We've done this before 😊:

**"Agreement on the conditions for implementation of the
Joint Bachelor Study Programme"**



Agreement on Cooperation (joint PhD study programme)

Agreement Layout (based on the JBPAS agreement):

§ 1 Joint study programme

§ 2 Conditions for admission to the study programme

§ 3 Conditions for completion of the study

§ 4 Details on organization of the studies

§ 5 Academic title

§ 6 Documents of study and credentials of completed study programme

§ 7 Validity of internal regulations

§ 8 Academic rights and duties of students

§ 9 Concluding provisions

Agreement on Cooperation (joint PhD study programme)

§ 1 Joint study programme

1. study level PhD
2. study branch within the system of study branches of the SR;
the language(s) used
3. EAEVE standards

6.3.11 Animal Hygiene and the
Environment

Agreement on Cooperation (joint PhD study programme)

§ 2 Conditions for admission to the study programme

1. general framework for admission requirements based on internal rules of partner institutions + language requirements (part of entrance interview)
2. Timeframe for admission: Jeanett: NORD: running, any time during a year, UVMP?
3. Jeanett: No. of students completing study: min. 5 per year, min. 15 over the 5-year period after start-up.
4. provisions concerning cancellation of admission process irrelevant

Agreement on Cooperation (joint PhD study programme)

§ 3 Conditions for completion of the study

1. Number of credits

180 credits

2. Completion of obligatory and obligatory elective subjects

3. State exams

dissertation examination
+ dissertation thesis



Agreement on Cooperation (joint PhD study programme)

§ 4 Details on organization of the studies

1. standard length **3 years** + place of study **NORD, UVMP**
2. basic characteristics of study at each university
3. competent bodies for approval and authorization of study plans, etc.
4. study prerequisites
5. conditions for earning of credits
6. grading scale
7. equality in study conditions and infrastructure when compared to other SPs offered
8. non-discrimination of students with specific needs
9. student accommodation



Agreement on Cooperation (joint PhD study programme)

§ 5 Academic title

Academic title in full + abbreviation in (English) language



Agreement on Cooperation (joint PhD study programme)

§ 6 Documents of study and credentials of completed study programme

1. documents of study
2. credentials of study
3. issuing of documents and credentials of study
4. graduation
5. language(s) used in credentials
6. content and structure of Diploma and Diploma supplement



Agreement on Cooperation (joint PhD study programme)

§ 7 Validity of internal regulations

Terms of validity of internal regulations depending on place of study



Agreement on Cooperation (joint PhD study programme)

§ 8 Academic rights and duties of students

General reference to relevant legislation and internal regulations



Agreement on Cooperation (joint PhD study programme)

§ 9 Concluding provisions

...



Agreement on Cooperation (joint PhD study programme)

Supplement

- Information sheets of subjects

THANK YOU!

PROJECT TEAM MEETING

**STRENGTHENING COOPERATION
BETWEEN UVMP IN KOŠICE AND UIN IN BODØ**

project No.: SK06-IV-02-012

Financial & Administrative Part

Košice

27 June – 1 July 2016

BUDGET BREAKDOWN AND COMSUMPTION						
BUDGET CATEGORY	PLANNED COSTS UVMP	EXPENDITURE UVMP as of 31.5.2016	%	PLANNED COSTS NORD	EXPENDITURE NORD declared in PR1&PR2	%
ACTIVITIES	61 350,00 €	37 939,66€	61,84%	39 125,00 €	22 243,42 €	56,85%
Personnel costs	12 650,00 €	4 466,43 €	35,31%	16 725,00 €	16 147,15 €	96,54%
Travel expenditures	14 700,00 €	12 825,17 €	87,25%	11 200,00 €	2 859,04 €	25,53%
Daily allowances/scholarships	25 500,00 €	11 780,00 €	46,20%	8 200,00 €	3 033,10 €	36,99%
Purchase of study materials, aids, publications	7 900,00 €	8 868,06€	112,25%	2 000,00 €	204,13 €	10,21%
Other	600,00 €	0,00 €	0,00%	1 000,00 €	0,00 €	0,00%
PROJECT MANAGEMENT	3 020,00 €	1 878,50 €	62,20%	3 000,00 €	0,00 €	0,00%
Personnel costs (coordinator, accountant)	2 520,00 €	1 581,00 €	62,74%	- €		
Project audit	- €	- €		3 000,00 €	0,00 €	0,00%
Public procurement	500,00 €	297,50 €	59,50%	- €		
PROJECT PROMOTION	1 800,00 €	0,00 €	0,00%	- €	- €	
Information materials (leaflets, brochures)	450,00 €	0,00 €	0,00%	- €	- €	
Webpage	600,00 €	0,00 €	0,00%	- €	- €	
Press release	750,00 €	0,00 €	0,00%	- €	- €	
OVERHEADS	- €	- €		4 200,00 €	2 217,67 €	52,80%
SUM TOTAL	66 170,00 €	39 818,16 €	60,18%	46 325,00 €	24 461,09 €	52,80%

PROJECT REPORTS

REPORTING PERIOD		REPORT SUBMISSION DEADLINE
Reporting period 1	09 – 12/2015	9th January 2016 Approved! ✓
Reporting period 2	01 – 04/2016	9th May 2016 Approved! ✓
Reporting period 3 FINAL REPORT	05 – 08/2016	30th September 2016

NORD:
The final report must include a report from an independent and certified auditor

DOCUMENTS TO BE SUBMITTED WITH FINAL REPORT:

(in electronic and scanned version) – Table 7 of the GUIDE

Joint PhD study programme:

- prepared accreditation dossier of the joint study programme

Development of a new teaching method:

- photo documentation of developed teaching aid itself, or from testing of the teaching aid/method
- description of the teaching method or aid

Intensive course for PhD students at UVMP:

- programme of the intensive course ✓
- attendance sheet ✓
- photo documentation ✓ or video recording

Other:

- **mobility reports from the students**
- confirmation of participation in mobility from the hosting institution (Florence ✓)

Short-term mobility of academic staff, top management and administrative staff:

- mobility report in Slovak or English language,
- attendance sheet
- photo documentation or video recording



ACCOUNTING DOCUMENTS, SUPPORTING DOCUMENTATION TO DEMONSTRATE ELIGIBILITY OF EXPENDITURE:

- personnel costs - table 6 of the GUIDE
- travel costs and travel insurance - table 6 of the GUIDE
- scholarships/daily allowances - table 6 of the GUIDE
- purchase of study materials, aids, publications - table 6 of the GUIDE
- indirect costs - table 6 of the GUIDE; if flat rate applied – no documents
- **report from an independent and certified auditor**

PROJECT PROMOTION

Method of publicity (activity, communication tools)	Involved partners	Timeframe	Note
1 dedicated project website ✓	UVMP, NORD	12/2015 – 08/2016	The website must be regularly updated – any input is more than welcome 😊
Opening conference ✓ Final conference	UVMP, NORD	09/2015 – 08/2016	include final conference in the programme of the meeting in August
2 press releases ✓	UVMP, NORD	10/2015 – 08/2016	UVMP Newsletter No. 5/2015 UVMP Newsletter No. 6/2015 UVMP Newsletter No. 1/20156 UVMP – one more PR in local PRESS NORD?
500 pcs of information and propagation materials	UVMP, NORD	06/2016 – 08/2016	Content prepared, public procurement in progress

THANK YOU!

TO DO LIST

ACTIVITY “DEVELOPMENT OF A JOINT PHD STUDY PROGRAMME”:

TASK	DEADLINE	RESPONISBLE
1. Finalise part II.1 – II.7 Level of research activities of accreditation file (number of prof., assoc. prof. and assistant prof.)	07/2016	NORD
2. Finalize part II.9 of accreditation file - Infrastructure and material for the new study programme and complete the table the most important equipment to be used in the new SP	07/2016	NORD
3. Finalize part II.14 of accreditation file - Number and structure of personnel covering the SP	07/2016	NORD
4. Finalize part II.17 of accreditation file - List of all physical persons teaching obligatory and obligatory elective courses of the SP	07/2016	NORD
5. Finalize part II.34 of accreditation file - Description of the courses included in the study plan from the point of view of the respective study branches	07/2016	NORD
6. Finalize Scientific and pedagogical profile of a physical person	MID 08/2016	NORD
7. Prepare a draft Agreement on Cooperation (Includes: fees for courses/subjects and other fees as well as procedure for award of scholarships)	08/2016	UVMP, NORD
8. Finalize a draft accreditation file	08/2016	UVMP, NORD
9. Finalise Information sheets	07/2016	NORD

ACTIVITY “INTENSIVE COURSES FOR STUDENTS AND PHD STUDENTS”:

TASK	DEADLINE	RESPONISBLE
10. Prepare a course evaluation report	08/2016	UVMP, NORD

PROJECT MANAGEMENT:

TASK	DEADLINE	RESPONISBLE
11. Submit a report of certified auditor to UVMP	MID 09/2016	NORD

PROJECT PROMOTION:

TASK	DEADLINE	RESPONISBLE
12. Publish one article in a university newsletter (if possible)	08/2016	NORD
13. Publish one article in local newspaper	08/2016	UVMP



Košice 2016