Digital Internship Model for Higher Professional Studies
Project Number: 2020-1-RS01-KA226-HE-094527
Funding Scheme: ERASMUS+ KA226

ACTIVITY PLAN

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PROJECT AND DOCUMENT INFORMATION

Project Title: Digital Internship Model for Higher Professional Studies
Project Acronym: DIMPS
Project Number: 2020-1-RS01-KA226-HE-094527
Funding Scheme: ERASMUS+ KA226
Applicant Organisation: WESTERN SERBIA ACADEMY OF APPLIED SCIENCES
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Project Duration: 12 months
National Agency in Charge: RS01 Fondacija Tempus

Title of deliverable: The Project Activity Plan

VERSIONING AND CONTRIBUTION HISTORY

Version	Date	Status	Partner (Person) Responsible
v.01	01/03/2021	Draft	WSAAS (Tatjana Marinkovic)
v.01	16/04/2021	adopted	PSC

Contents

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ABBREVIATIONS IN ALPHABETICAL ORDER

DIMPS	Digital internship model for higher professional studies
ICT	Information and Communication Technology
GA	Grant Agreement
NA	National Agency
PDCA	Plan-do-check-act
PHE	Professional Higher Education
PMU	Project Management Unit
PSC	Project Steering Committee
QAMC	Quality Assurance and Monitoring Committee
TM	Transnational Meeting
UNIWA	University of West Attica
UR	University of Ruse Angel Kanchev
VI	Virtual Internship
VTSNS	Visoka tehnicka skola strukovnih studija u Novom Sadu Higher Education Technical School of Professional Studies in Novi Sad
WSAAS	Western Serbia Academy of Applied Studies

1. INTRODUCTION

The DIMPS Activity Plan (AP) is the document that describes the activities that will occur during the project life cycle, with particular emphasis on the production of Intellectual Outputs in terms of timelines, deliverables, task description, task distribution, control, workload and budget distribution etc.

The AP is a living document and should be updated and revised continuously throughout the project. The Project Coordinator will be responsible for the maintenance of and subsequent revisions to the AP.

Benefits of creating a Activity Plan include:

clearly define roles, responsibilities, processes and activities;
increase probability that projects will complete on-time, within budget, and with high degree of quality;
ensuring understanding of what was agreed upon;
helping project teams identify and plan for how project activities will be managed (budget, quality, schedule, etc.).

The intended audience of the DIMPS Activity Plan consists of members of the DIMPS consortium and the Project Coordinator.

2. OVERVIEW OF DIMPS PROJECT

2.1 DIMPS PROJECT BACKGROUND

Work-based learning is a substantial part of professional education. For a vast majority of study programmes in Professional Higher Education Institutions (PHEIs), internship is mandatory for the programme accomplishment, with defined learning outcomes and ECTS-expressed workload. The internship concept is based on a planned period of experience in the workplace aimed at helping students develop particular skills, knowledge or understanding. Limited opportunities for students to physically approach the workplace have strongly affected and delayed the accomplishment of their studies.

A clear need for the development of an internship model that will rely on the virtual/remote format in response to the pandemic has been recognized. In addition, digital internship is a powerful tool for the inclusion of students who cannot participate in traditional internships due to financial, geographical reasons, or disabilities etc. The assignment of work-based tasks that can be performed digitally and remotely, with the development of adequate monitoring of student progress, can significantly facilitate student learning outcome achievement.

2.2. DIMPS PROJECT GOAL

The goal of this project is to introduce the specific virtual internship model and methodology for virtual internship (VI) with practical workflows and guidelines, which enable quality design of customized and flexible internship programs. In order to enable functioning of VIs, a specialized web software solution will be designed and developed. It will be based on the proposed VI lifecycle model and methodology, and it will connect all parties (students, schools, and companies) within a secure and collaborative web platform.

The achievement of the project goal is envisioned through the orchestrated work of experts who have experience in organizing internship systems between PHEIs and companies and a group of experts who have experience in developing web-based platforms. The testing of the online platform for digital internship will be performed by piloting the internship in each country, as well as by virtual student exchanges between partners with complementary programs.

2.3. DIMPS PROJECT EXPECTED RESULTS

The expected results of the project are:

- Developed model for digital internship in professional higher education, including learning outcomes and methodology for its implementation;
- Created online platform for the organization and management of virtual internships;
- Created toolkit/guide for the implementation of virtual internship with two parts: one for the companies, which includes designing of a complete or partial digital internship position, selection and delegation of particular tasks to the students, monitoring of student progress and program accomplishment; and one for PHEIs that includes support for students to select and approach the digital internship position in the workplace; monitoring and validation of student progress, assessment of achieved learning outcomes, knowledge, skills and competences during the digital internship, support for companies in terms of training the internship mentors
- Usability report with the results of piloting and testing in project partner countries developed and disseminated among key stakeholders;
- Raised capacities of PHEI teachers/trainers/mentors for organizing virtual internships;
- Improved professional and digital skills of students;
- Improved capacities of business enterprises to carry out digital internships; • created network of educational institutions and business partners involved in conducting virtual internships; • representatives of the education and business sectors informed on the possibilities for carrying out virtual internships and benefits from them.

2.4. DIMPS PROJECT IMPACT

The model will support the needs of the internship triangle: student-PHEI-world of work. It will allow students to select and approach the digital internship position in the workplace; PHEIs to perform monitoring and validation of student progress, assessment of achieved learning outcomes, knowledge, skills and competences during a digital internship, support to companies in term of training the internship mentors; and for the companies, it will facilitate the internship implementation, which includes designing of a complete or partial digital internship position, selection and delegation of particular tasks to students, monitoring of student progress and program accomplishment.

The development of a digital internship model, envisioned in this project, targets the PHEIs in emergency situations, but it also increases the responsiveness of PHEIs to the challenges of the Fourth Industrial Revolution, that blurred the boundaries between the physical, digital, and biological worlds. Accordingly, it targets students, providing them with more efficient work-based learning. In particular, it will widen the spectrum of internships that will be accessible for the students with difficulties. The digital internship model also targets the world of work, perceived opportunities and challenges of representatives of key stakeholders in the development of digital internships.

All partners will benefit from networking by sharing good practices and widening their teaching capacities via the online internship applications. It will strengthen the cooperation within institutions becoming more open for mobility and successful acquisition of innovative projects under the EU schemes in the field of professional education development.

Contributing to the supply of digital education opportunities, the project will impact digital education readiness of project partners, but it is readily transferable to other professional higher education.

2.5. DIMPS PROJECT DELIVERABLES

2.5.1. INTELLECTUAL OUTPUTS

The project objectives will be meet by the production of following intellectual outputs as the major project deliverables:

	Deliverable	Estimated date	Coordinating partner
IO 1	The model for digital internship in professional higher education, including learning outcomes and methodology for its implementation	June 2021.	VTSNS
IO 2	The online platform for the organization and management of virtual internships	November 2021.	WSAAS
IO 3	The toolkit/guide for the implementation of virtual internships	November 2021.	UR

Project deliverables that accompany Intellectual outputs production:

	Deliverable	Estimated date	Coordinating partner
1	Project website	March 2021.	WSAAS
2	Report on best practices for carrying out virtual internships	May 2021.	VTSNS
3	Usability report with the results of piloting and testing in project partner countries	November 2021.	WSAAS
4	Virtual internship evaluation materials (such as questionnaires, review forms or guidelines for interviews)	August 2021.	WSAAS
5	Peer review reports	Upon IO production	VTSNS (QAMC)

2.5.2. PROJECT MANAGEMENT DELIVERABLES
As the result of project management activities, following deliverables will be produced:

	Deliverable	Estimated date	Coordinating partner
1	Project Management Plan	April 2021.	WSAAS
2	Activity plan	April 2021.	WSAAS
3	Dissemination plan	April 2021.	UNIWA
4	Quality plan	April 2021.	VTSNS
5	Risk plan	April 2021.	UR
6	Dissemination and communication material	During project life cycle	UNIWA

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3. ACTIVITES FOR PROJECT IMPLEMENTATION

3.1. ACTIVITY TYPES

Reaching of the DIMPS project goals and objectives will occur through the production of 3 types of activities:

- Intellectual Outputs:
  1. The model for digital internships in professional higher education
  2. Online platform for virtual internship
  3. Toolkit/guide for the implementation of digital internship

- 3 Transnational Project Meetings and

- Project Management and Implementation activities.

Timetable of the general overview of key activities is presented below.

ACTIVITY PLAN - KEY ACTIVITIES

GENERAL TIMETABLE		2021										2022	
		mar	apr	may	jun	jul	avg	sep	oct	nov	dec	jan	feb
ACTIVITY	INDICATOR	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
TM1 - kick off meeting	Formed Consortium, Project steering committee, Quality committee, Expert group 1 and Expert group 2. Adopted Activity plan, Quality plan, Risk plan.		X										
IO1 - The model for digital internships in professional higher education	Developed model for digital internships in professional higher education		X	X	X								
TM2 - expert groups 1 and 2	Consortium, quality assurance committee and experts from both groups. Semi-annual reports regarding dissemination, quality control and finances					X							
IO2 - Online platform for virtual internship	Created the web-based VI platform. The report on piloting of virtual internships					X	X	X	X	X	X		
IO3 - Toolkit/guide for the implementation of digital internship	The toolkit/guide for the implementation of digital internships for companies. Report from national workshops.					X	X	X	X	X	X		
TM3 - final meeting	The final adjustment of the virtual internship model, platform and toolkit, The final financial, quality and activity reports will be prepared											X	
Closing activities	Publishing of the Final version of intellectual outputs, Final reports											X	X

Project management and implementation organization, responsibilities and tasks are closely described in Project management and communication Plan.

Timetable of the management activities is presented below.

D·I·M·P·S
DIGITAL INTERNSHIP MODEL FOR HIGHER PROFESSIONAL STUDIES

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ACTIVITY PLAN – PROJECT MENAGEMENT		2021										2022	
		mar	apr	may	jun	jul	avg	sep	oct	nov	dec	jan	feb
ACTIVITY	**INDICATOR**	**M1**	**M2**	**M3**	**M4**	**M5**	**M6**	**M7**	**M8**	**M9**	**M10**	**M11**	**M12**
Preparatory stage	Signed Partner Agreements, developed strategic project documents: Project Management Plan, Activity Plan, Dissemination Plan, Quality Plan,, Risk Plan, developed communication pathways and visual identity	X	X										
Financial monitoring	semiannual report, final report						X						X
Production of minutes	minutes		X			X					X		
Quality control and Assurance	reports	X	X	X	X	X	X	X	X	X	X	X	X
Dissemination	reports	X	X	X	X	X	X	X	X	X	X	X	X

PREPARATION		2021										2022	
		mar	apr	may	jun	jul	avg	sep	oct	nov	dec	jan	feb
ACTIVITY	**INDICATOR**	**M1**	**M2**	**M3**	**M4**	**M5**	**M6**	**M7**	**M8**	**M9**	**M10**	**M11**	**M12**
Grant agreement	signed Grant agreement	X	X										
Partner agreements	prepared Partner Agreements	X	X										
Project Management Plan	developed PM plan	X	X										
Activity plan	developed AP	X	X										
Dissemination plan	developed DP	X	X										
Quality plan	developed QP	X	X										
Risk plan	developed RP	X	X										
Visual identity	developed VP	X	X										
Web site	developed WP	X	X										
Communication pathway	developed CP	X	X										
Task tracker	developed TP	X	X										

3.2. ACTIVITY ASSIGNEMENTS

All partner institutions will be actively involved in all project activities, but their role and workload in specific project activity differ. The expertise and capacity of every partner is matched with their contribution to the project outcomes, including the distribution of management tasks.

Project partners will be responsible for the successful activities' implementation by taking following tasks:

3.2.1. WESTERN SERBIA ACADEMY OF APPLIED SCIENCES:

1. Contribute to the production of Intellectual Output 1
2. Coordinate and contribute to the production of Intellectual Output 2
3. Contribute to the production of Intellectual Output 3
4. Conduct virtual internship student exchange with Panepistimio Dytikis Attikis, for piloting and testing digital internship model
5. Prepare project's Activity Plan
6. Delegate members for Project Steering Committee, Quality Assurance and Monitoring Committee, expert group 1 (for VI model development) and expert group 2 (for online VI platform development)
7. Engage in dissemination activities in compliance with Dissemination Plan
8. Organize Transnational Project Meeting - Kick-off meeting. Decision wheatear meeting will be held in-person or online or combined, will be made prior to the meeting, depending on covid19 epidemiological conditions
9. Engage in other Transnational Project Meetings, in-person or online, depending on covid19 epidemiological conditions
10. Design, construct and maintain the project website and project visual identity
11. Engage in other activities in compliance with Activity Plan that will be adopted at Kick-off meeting

3.2.2. UNIVERSITY OF RUSE ANGEL KANCHEV:

1. Contribute to the production of Intellectual Output 1
2. Contribute to the production of Intellectual Output 2
3. Coordinate and contribute to the production of Intellectual Output 3
4. Conduct virtual internship student exchange with Visoka tehnicka skola strukovnih studija u Novom Sadu, for piloting and testing digital internship model
5. Prepare project's Risk Plan
6. Delegate members for Project Steering Committee, Quality Assurance and Monitoring Committee, expert group 1 (for VI model development) and expert group 2 (for online VI platform development)
7. Engage in dissemination activities in compliance with Dissemination Plan
8. Organize Transnational Project Meeting – Final Meeting in compliance with Activity Plan that will be adopted at Kick-off meeting. Decision wheatear meeting will be held in-person or online or combined, will be made prior to the meeting, depending on covid19 epidemiological conditions
9. Engage in other Transnational Project Meetings, in-person or online, depending on covid19 epidemiological conditions
10. Engage in other activities in compliance with Activity Plan that will be adopted at Kick-off meeting

3.2.3. VISOKA TEHNICKA SKOLA STRUKOVNIH STUDIJA U NOVOM SADU:

1. Coordinate and contribute to the production of Intellectual Output 1
2. Contribute to the production of Intellectual Output 2
3. Contribute to the production of Intellectual Output 3
4. Conduct virtual internship student exchange with University of Ruse for piloting and testing digital internship model
5. Prepare project's Quality Plan and coordinate Quality Assurance and Monitoring Committee
6. Delegate members for Project Steering Committee, Quality Assurance and Monitoring Committee, expert group 1 (for VI model development) and expert group 2 (for online VI platform development)
7. Engage in dissemination activities in compliance with Dissemination Plan
8. Engage in Transnational Project Meetings, in-person or online
9. Engage in other activities in compliance with Activity Plan that will be adopted at Kick-off meeting

3.2.4. PANEPISTIMIO DYTIKIS ATTIKIS:

1. Contribute to the production of Intellectual Output 1
2. Contribute to the production of Intellectual Output 2
3. Coordinate and contribute to the production of Intellectual Output 3
4. Conduct virtual internship student exchange with Akademija strukovnih studija Zapadna Srbija, for piloting and testing digital internship model
5. Prepare project's Dissemination Plan
6. Delegate members for Project Steering Committee, Quality Assurance and Monitoring Committee, expert group 1 (for VI model development) and expert group 2 (for online VI platform development)
7. Engage in dissemination activities in compliance with Dissemination Plan
8. Organize Transnational Project Meeting – Expert groups 1 and 2 Meeting, in compliance with Activity Plan that will be adopted at Kick-off meeting. Decision wheatear meeting will be held in-person or online or combined, will be made prior to the meeting, depending on covid19 epidemiological conditions
9. Engage in other Transnational Project Meetings, in-person or online, depending on covid19 epidemiological conditions
10. Engage in other activities in compliance with Activity Plan that will be adopted at Kick-off meeting

3.3. INTELLECTUAL OUTPUT MANAGEMENT

Intellectual Output production is under the managemental and quality control as described in the Project Management Plan and the Quality Plan. Direct responsibility for the IO production is assigned to the Intellectual Output Coordinator.

Intellectual Output Coordinators are responsible for the proper execution of activities and of the delivery of the Intellectual Outputs as promised in the awarded proposal on time. Intellectual Output Coordinator will work closely with the PC and other Intellectual Output Coordinators.
Each Intellectual Output Coordinator will be responsible for reporting the progress of their IO to the PC and in the Consortium meetings, and will be responsible for:

- Establishing IO team composing of all representatives from all partners;
- Participating in the detailed planning, monitoring and reporting of each task in the IO;
- Managing tasks in individual IO to ensure that output performance, costs and deadlines are met. Monitoring and being responsible for academic and technical progress of the tasks in the IO;
- Collecting and submitting the required academic, technical, financial and administrative data.
- Supporting the PC for preparations of mid-term and final project reports;
- Managing the IO team;
- Maintaining excellent communication within the IO and with the PC and other IO leaders.
- Developing a plan for IO covering IO management, execution, communications, and risk management with the assistance of the project team;
- Ensuring that the plan is approved and baselined.
- Managing day-to-day tasks and provide direction to team members performing work on the IO.
- Reviewing regularly the IO schedule, comparing baseline schedules to actual work completed.
- Reviewing IO risks and establishing mitigation procedures.
- Developing an action plan for any product deficiencies, open issues, etc.
- Preparing IO Closure document
- Assisting as needed with any post-project delivery audits.
- Archiving all project data.

4. INTELECTUAL OUTPUT DESCRIPTION AND TIMETABLE

Total workload per Intellectual Output and category of stuff involved is presented in following table:

IO title	Category of stuff	Nr. of working days	Nr. of working days per partner
IO1: The model for digital internships in professional higher education	Teachers/Trainers/ Researchers	50	WSAAS 10
			UR 10
			VTSNS 20
			UNIWA 10
IO1: The model for digital internships in professional higher education	Technicians	14	WSAAS 3
			UR 3
			VTSNS 5
			UNIWA 3
IO2: Online platform for virtual internship	Teachers/Trainers/ Researchers	80	WSAAS 30
			UR 20
			VTSNS 20
			UNIWA 10
IO2: Online platform for virtual internship	Technicians	25	WSAAS 10
			UR 5
			VTSNS 5
			UNIWA 5
IO3: Toolkit/guide for the implementation of digital internship	Teachers/Trainers/ Researchers	45	WSAAS 10
			UR 15
			VTSNS 10
			UNIWA 10
IO3: Toolkit/guide for the implementation of digital internship	Technicians	25	WSAAS 5
			UR 10
			VTSNS 5
			UNIWA 5
	total	239	

4.1. INTELLECTUAL OUTPUT 1 - The model for digital internships in professional higher education

COORDINATING PARTNER – VISOKA TEHNIČKA ŠKOLA STRUKOVNIH STUDIJA U NOVOM SADU
IO coordinator – Branko Savic

The model for digital internships in professional higher education will be created taking several criteria into account:
• the state of work-based learning in professional higher education;
• perceived opportunities and challenges of representatives of key stakeholders for the development of digital internships in professional higher education;
• the best existing practices and recommendations for carrying out digital internships;
• the quality framework for internships and
• the expected learning outcomes of digital internships in professional higher education

The partnership as a whole will identify a group of experts who have experience in organizing internship systems between PHEIs and companies. The experts will meet at a two-day meeting, where they will define the framework for the digital internship model, as well as assign responsibilities amongst themselves.
This group will prepare the model by accomplishing the following tasks:
• Desktop research: best practices for carrying out virtual internships
• Defining learning outcomes: knowledge, skills and attitudes to be developed through a digital internship program
• Adapting the existing quality recommendations for internships
• Writing methodology: concrete steps to be undertaken in order to carry out the digital internship program. Alignment of the proposed methodology with defined learning outcomes of internships and quality standards.
• Obtain world of work feedback on the proposed methodology and adapting the methodology in line with the suggestions.

VTSNS will coordinate the group activities and be responsible for output compliance with the adopted timeline and preparation of the digital internship model draft. The draft of the digital internship model, together with IO2 and IO3, online platform and toolkit/guide, will be presented at national workshops that will gather academic and world of work representatives (one workshop for all 3 intellectual outputs). Each partner will host a half-day workshop in their respective country, bringing together between 8-15 officials from PHE Institutions, companies and government, for a brainstorming session, with the aim of getting opinions, comments and improvement proposals for the presented materials. Upon peer-review and national workshops, a second two-day meeting of the expert group will be organized, in order to incorporate comments and proposed improvements into the final draft by the authors. Eventually, quality check, proof-reading, translation into partners' national languages and publishing of the toolkit will be performed.

The virtual internship model will be presented at dissemination events and published on the project website with an open access.
This intellectual output will be created by the activity of teachers from the working group. Managers will be involved in the task coordination within the partnership as well as in coordination of activities with work representatives. Technicians will support the output preparation and web page publishing.

Digital internship model for higher professional studies
ACTIVITY PLAN

IO1 THE MODEL FOR DIGITAL INTERNSHIPS IN PROFESSIONAL HIGHER EDUCATION		2021										2022	
		mar	apr	may	jun	jul	avg	sep	oct	nov	dec	jan	feb
ACTIVITY	**INDICATOR**	**M1**	**M2**	**M3**	**M4**	**M5**	**M6**	**M7**	**M8**	**M9**	**M10**	**M11**	**M12**
Desktop research: best practices for carrying out virtual internships	report on best practices		X	X									
Defining learning outcomes: knowledge, skills and attitudes to be developed through a digital internship program	draft of Learning outcomes		X	X									
Adapting the existing quality recommendations for internships			X	X									
Writing methodology: concrete steps to be undertaken in order to carry out the digital internship program. Alignment of the proposed methodology with defined learning outcomes of internships and quality standards	methodology written			X	X								
Peer review	Peer review report				X	X							
Obtain world of work feedback on the proposed methodology and adapting the methodology in line with the suggestions	report from national workshops (one workshop for all 3 IO)									X			

4.2. INTELLECTUAL OUTPUT 2 - Online platform for virtual internship
COORDINATING PARTNER – WESTERN SERBIA ACADEMY OF APPLIED SCIENCES
IO coordinator – Tatjana Marinkovic

Partners with expertise in ICT (Western Serbia Academy of Applied Sciences, Higher Education Technical School of Professional Studies in Novi Sad, University of Ruse) will primarily be responsible for the creation of the IO3, the web-based VI platforms. At this stage, University of West Attica will be involved with the counselling role. The partnership as a whole will identify a group of experts who have experience in developing web-based platforms. The group will start the preparation of the web-based platform upon instructions from the digital internship model, prepared in IO1.

Steps for creating the platform:
1) Choose an open-source solution to customize (Chamilo, in our case)
2) Customize the solution to suit the internship requirements
3) Translate the language files to the required languages
4) Modify the deployment and source code
5) Package the new platform for deployment

Steps when hosting the web-based platform:
1) Purchase web domain and hosting from a reputable hosting provider
2) Register the chosen domain
3) Create user profiles and a MySQL(preferably) or a database of your choice
4) Customize the database to suit the platform requirements
5) Set up a LAMP (Linux, Apache, MySQL, PHP) platform, the platform supports older versions of PHP. However, it is recommended to run the latest version for security and performance reasons
6) Edit the Apache configuration to support the predicted amount of traffic
7) Setup the platform and connect it to the database
8) Check the configuration, setup users, profiles, customizations, etc.

The methodology for developing and deploying VIs into practice involves several steps. In order to ensure the quality VI experience, it is necessary to define adequate workflows with concrete steps, relationships and inputs/outputs. The activities and practical guidelines are in accordance with the presented VI lifecycle model. VI web-based platforms, together with IO1 and IO3, VI model and toolkit/guide, will be presented at national workshops that will gather academic and world of work representatives (one workshop for all 3 intellectual outputs). Each partner will host a half-day workshop in their respective country, bringing together between 8-15 officials from PHE Institutions, companies and government, for a brainstorming session, with the aim of getting opinions, comments and improvement proposals for the presented materials.

Testing of the online platform for digital internships will be performed by piloting internships in each country as well as by virtual student exchanges between partners with complementary programs, Western Serbia Academy of Applied Sciences and University of West Attica; and Higher Education Technical School of Professional Studies in Novi Sad and University of Ruse. Upon testing, the expert group will correct recognized weaknesses, and incorporate comments and improvements proposed by the users into the final version.
The report on piloting of virtual internships
1. Development of the evaluation methodology and evaluation materials (such as questionnaires, review forms or guidelines for interviews)
2. Recruitment of teachers/trainers/mentors, industrial organizations and students who will participate in the piloting process
3. Training of trainers, teachers and instructors that will be involved in piloting on how to use the produced outputs and organize and monitor virtual internships during the piloting

4. Organization of the piloting schedule in each country, as well as international virtual internships
5. Conducting piloting, usability testing and evaluation
6. Revision & finalization of the model for virtual internships and platform for the organization of virtual internships
7. Designing the final report in collaboration with all partners

Upon the final expert meeting that will summarize acquired experiences and users' comments, the final version of the open access VI platform will be published and presented at dissemination events.

WSAAS will coordinate the group activities and be responsible for output compliance with the adopted timeline. This intellectual output will be created by the activity of teachers from the working group. Managers will be involved in task coordination within the partnership, as well as in the coordination of activities with work representatives. Technicians will support output preparation, organization of meetings and workshops and technical aspects of publishing.

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IO2 - ONLINE PLATFORM FOR VIRTUAL INTERNSHIP		year	2021										2022	
		month	mar	apr	may	jun	jul	avg	sep	oct	nov	dec	jan	feb
ACTIVITY	**INDICATOR**		**M1**	**M2**	**M3**	**M4**	**M5**	**M6**	**M7**	**M8**	**M9**	**M10**	**M11**	**M12**
Creating the platform	platform developed						X	X						
Hosting the web-based platform	platform hosted and functional						X	X						
Peer review	Peer review report							X						
The inclusion of digital internship in the study programme by a partner institution's relevant body	The acceptance document on the inclusion of digital internship in the study programme by a partner institution's relevant body							X						
"Testing of the online platform by virtual student exchanges between partners with complementary programs by performing following tasks: 1. Development of the evaluation methodology and evaluation materials (such as questionnaires, review forms or guidelines for interviews) 2. Recruitment of teachers/trainers/mentors, industrial organizations and students who will participate in the piloting process	1. Developed evaluation methodology; 2. List of teachers/trainers/mentors, organisation and students; 3. report on training of trainers, teachers and mentors; Signed inter-institutional agreements for virtual exchange; 5. report on conducted virtual internships; 6. report on introduced alterations in VI model; 7. Pilot testing final report								X	X	X	X		

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3. Training of trainers, teachers and instructors that will be involved in piloting on how to use the produced outputs and organize and monitor virtual internships during the piloting 4. Organization of the piloting schedule in each country, as well as international virtual internships 5. Conducting piloting, usability testing and evaluation 6. Revision & finalization of the model for virtual internships and platform for the organization of virtual internships 7. Designing the final report in collaboration with all partners"											X	X	X	X		
Obtain world of work feedback on the VI platform and adapting the platform in line with the suggestions	report from national workshops (one workshop for all 3 IO)													X		

4.3. INTELLECTUAL OUTPUT 3 - Toolkit/guide for the implementation of digital internship

COORDINATING PARTNER – UNIVERSITY OF RUSE
IO coordinator – Plamen Zahariev

The toolkit/guide for the implementation of digital internships for companies will be created taking several criteria into account:
• perceived opportunities and challenges of representatives of key stakeholders for the development of digital internships in professional higher education;
• the best existing practices and recommendations for carrying out digital internships;
• the expected learning outcomes of digital internships in professional higher education

Partners will organize a group composed of experts/teachers involved in the creation of IO1 and IO2 with a task to prepare the instruction kit for the virtual internship model and platform users. The experts will meet at a two-day meeting, where they will define a specific table of contents for the Toolkit/guide, defining the content and the case studies to be used to illustrate each chapter, as well as assigning responsibilities amongst themselves for the authoring of each chapter. The group will establish an internal library containing any and all guidelines, practice-guides, examples of implementation etc. which may help authoring of the toolkit. The technical instructions concerning VI platform use will be included. Using these materials, the experts will author the Toolkit/guide. To ensure the quality and consistency of presentation, as well as the inclusion of diverse perspectives, each chapter will have a main author supported by 1 or 2 sub-authors. Each partner of the consortium will assign an expert from their own staff to perform peer review in order to assure that all materials meet appropriate academic standards of quality, formal criteria in terms of style and form, standards of clarity, brevity, language, etc.

The draft of the toolkit/guide, together with the digital online model and online platform, will be presented at national workshops that will gather academic and world of work representatives. Each partner will host a half-day workshop in their respective country, bringing together between 8-15 officials from PHE Institutions, companies and government, for a brainstorming session, with the aim of getting opinions, comments and improvement proposals for the presented materials. Upon peer-review and national workshops, a second two-day meeting of the expert group will be organized, in order to incorporate comments and proposed improvements into the final draft by the authors. Eventually, quality check, proof-reading, translation into partner's national languages and publishing of the toolkit will be performed. The intellectual output will be presented at dissemination events and published on the project website with an open access.

UR will coordinate the group activities and be responsible for output compliance with the adopted timeline. This intellectual output will be created by the activity of teachers from the working group. Managers will be involved in tasks coordination within the partnership as well as in the coordination of activities with work representatives. Technicians will support output preparation, organization of meetings and workshops and technical aspects of publishing.

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ACTIVITY PLAN

IO3 - TOOLKIT/GUIDE FOR THE IMPLEMENTATION OF DIGITAL INTERNSHIP		2021										2022	
		mar	apr	may	jun	jul	avg	sep	oct	nov	dec	jan	feb
ACTIVITY	**INDICATOR**	**M1**	**M2**	**M3**	**M4**	**M5**	**M6**	**M7**	**M8**	**M9**	**M10**	**M11**	**M12**
The toolkit/guide for the implementation of digital internships for companies, containing any and all guidelines, practice-guides, examples of implementation etc.	Created the toolkit/guide for the implementation of digital internships for companies					X	X	X	X				
Peer review	Peer review report								X				
Obtain world of work feedback on the proposed toolkit/guide and adapting the toolkit/guide in line with the suggestions	report from national workshops (one workshop for all 3 IO)										X		

5. TRANSNATIONAL PROJECT MEETINGS

There are three planned transnational project meetings, each devoted to current project activities. During these meetings, partners will also discuss activity plans, activity and dissemination progress and financial issues of the project. The goal of transnational meetings (TM) is to steer project activities in the right direction within the given timeline and financial framework. The number, time distribution and content of TMs are attuned to achieve the maximum of the implementation efficiency and strategic partnership development, the project management activities and quality control, at the lowest cost. They are planned and scheduled to be aligned with the intellectual output production, dissemination and knowledge transfer activities.

Minutes of all meetings are taken and distributed by the PC for review within two weeks after the event, with the final minutes available after four weeks at the latest.

TRANSNATIONAL MEETINGS OVERVIEW

	Venue/host	Nr. of participants
TM1- Kick-off meeting	Uzice, Serbija/WSAAS	8
TM2 – Expert meeting	Athens, Greece /UNIWA	12
TM 3 – Final meeting	Ruse, Bulgaria / UR	8

5.1. TM1- Kick-off meeting / hosted by WSAAS

TM1 participants will be members of the consortium/project managers and selected members from the partners' project management teams and Expert 1 group.

TM1 will deal with Project Management Plan specifying management structures, procedures and reporting on activities and expenses; Establishment of project management structures - Consortium, Steering committee, Quality assurance committee, Expert 1 and Expert 2 group, and previously formed project management teams of partners including management, legal, administrative, financial and technical staff to provide continuous project management in partner organizations; Risk Plan development; Quality Plan development; Dissemination Plan development.

Expert 1 group will be experts delegated by each partner, who have experience in organizing internship systems between PHEIs and companies (expert group 1, EG1). The experts will meet to define a framework for the digital internship model, as well as assign responsibilities amongst themselves.

ACTIVITY PLAN

TM1 - KICK OFF MEETING		2021										2022	
		mar	apr	may	jun	jul	avg	sep	oct	nov	dec	jan	feb
ACTIVITY	**INDICATOR**	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Consortium	defined list of members		X										
Project steering committee	defined list of members		X										
Quality committee	defined list of members		X										
Expert group 1	defined list of members		X										
Expert group 2	defined list of members		X										
Project Management Plan	adopted PMP		X										
Activity plan	adopted AP		X										
Dissemination plan	adopted DP		X										
Quality plan	adopted QP		X										
Risk plan	adopted RP		X										
Expert group 1 work plan development	adopted EG1 work plan		X										

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5.2. TM2 / hosted by UNIWA

TM2 will be hosted by UNIWA, as the meeting that will bring together the experts that produced the intellectual output 1 (EG1) and experts responsible for the development of the web-based platform for the virtual internship (expert group 2, EG2). According to the instructions resulting from IO1, EG2 will develop IO2, the online platform, while EG1 will start work on the production of IO3, the toolkit for the model and platform implementation. Semi-annual reports regarding dissemination, quality control and finances of the project are also on the agenda. The participants will be members of the consortium, quality assurance committee and experts from both groups.

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ACTIVITY PLAN

TM2 - EXPERT GROUP 1 AND 2 MEETING		2021										2022	
		mar	apr	may	jun	jul	avg	sep	oct	nov	dec	jan	feb
ACTIVITY	**INDICATOR**	**M1**	**M2**	**M3**	**M4**	**M5**	**M6**	**M7**	**M8**	**M9**	**M10**	**M11**	**M12**
Consortium	semiannual report					X							
Project steering committee	semiannual report					X							
Quality committee	semiannual report					X							
Dissemination	semiannual report					X							
Expert group 1	presented IO1					X							
Expert group 2 work plan for IO2 development	adopted EG2 work plan					X							
Expert group 1 and 2 work plan for IO3 development	adopted EG1 and EG2 work plan					X							

5.3.   TM3 / hosted by University of Ruse

TM5 will be hosted by University of Ruse in order to sum up the project results. The final financial, quality and activity reports will be prepared for the TM. The final publishing, dissemination activities, quality control and finances of the project are also on the agenda. The participants will be members of the consortium, quality assurance committee and experts from both groups.

ACTIVITY PLAN

TM3 - FINAL MEETING		2021										2022	
		mar	apr	may	jun	jul	avg	sep	oct	nov	dec	jan	feb
ACTIVITY	**INDICATOR**	**M1**	**M2**	**M3**	**M4**	**M5**	**M6**	**M7**	**M8**	**M9**	**M10**	**M11**	**M12**
Consortium	final report											X	
Project steering committee	final report											X	
Quality committee	final report											X	
Dissemination	final report											X	
Expert group 1 and 2 final consideration of IOs	presented IOs											X	

6. TASCK TRACKING

Actionable activities are traced by the relevant minutes of meetings and teleconferences and managed through the online task tracker system. DIMPS project is using Click Up task tracking platform for task management. The PC is in charge of managing the project action items list which is stored in the DIMPS task tracker repository. IO coordinators will be in charge of managing the actions under their IO folder. Action item list is checked and discussed during plenary and technical teleconferences.

Each action includes the following information:
- action identifier;
- action responsible;
- action deadline.

Actions can have three different states which depend on the current level of accomplishment:
- an action is IN PROGRESS if it is not yet managed;
- an action is DONE if there is evidence that somebody accomplished the action;
- an action is DELAYED if it is postponed with respect to the fixed date.

Project members will receive their task responsibilities and information by authorization to enter DIMPS ClickUp task trucker and via e-mail.

3. 7. PUBLICITY OBLIGATIONS

In accordance with the Article I.12 of the Grant Agreement, regarding the publicity and use of the relevant logo, the beneficiaries shall follow the instructions available on the Erasmus plus website on the following link: https://eacea.ec.europa.eu/about-eacea/visual-identity

Any communication, publication or output resulting from the project, made by the beneficiaries jointly or individually, including at conferences, seminars or in any information or promotional materials (such as brochures, leaflets, posters, presentations, etc.), must indicate that the project has received European Union funding.
Where the action, or part of the action, is a publication, the mention and graphic logos must appear on the cover of the first pages following the editor's mention.
If the action includes events for the public, signs and posters related to this action must be displayed.

Erasmus logo

When displayed in association with another logo, the European Union emblem must have appropriate prominence.

Disclaimer:
Any publication should mention the following sentence:
"This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"

4. 8. OWNERSHIP AND PROPERTY RIGHTS

All the material prepared by the consortium and under the scope of the project, must be made available for the public, in digital form, freely accessible through the Internet under open licenses.

The ownership of all project results, including copyrights and intellectual property rights, as well as all reports and other documentation resulting from the action, shall be vested in the beneficiaries, in compliance with Article I.8 of the Grant Agreement.
The beneficiaries must also be aware that the Agency and the Commission has the rights to:
- communicate the results of the action by any other types of communication not specified in the General Conditions;
- edit or re-write in another way the results of the action, including shortening, summarizing,

modifying the content, correcting technical errors in the content;

- cut, insert meta-data, legends or other graphic, visual, audio or word elements in the results of the action;
- extract a part (e.g., audio and video files) of, divide into parts or compile the results of the action, prepare derivative works of the results of the action;
- translate, insert subtitles in, dub the results of the action in all official languages of EU;
- authorize or sub-license the modes of exploitation set out above to third parties.

The Agency and the Commission shall have the rights of use specified in the General Conditions and set out above for the whole duration of the industrial or intellectual property rights concerned.