Date: 15.04.2021   Venue: WSAAS, Serbia

Kick-off meeting

DIMPS Action Plan

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Presentation content

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DIMPS PROJECT DELIVERABLES
INTELLECTUAL OUTPUTS

	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)

PROJECT MANAGEMENT DELIVERABLES

	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 the project life cycle	UNIWA

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

Co-funded by the
Erasmus+ Programme
of the European Union

ACTIVITES FOR PROJECT IMPLEMENTATION

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.

GENERAL TIMETABLE		2021										2022	
ACTIVITY	**INDICATOR**	mar M1	apr M2	may M3	jun M4	jul M5	avg M6	sep M7	oct M8	nov M9	dec M10	jan M11	feb 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

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										

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.

Activity assignments are given in the Annex II of the Partner Agreement

INTELLECTUAL OUTPUT MANAGEMENT

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

Intellectual outputs coordinators

IO 1 - Dr Branko Savic, prof.
IO 2 - Dr Tatjana Marinkovic, prof.
IO 3 – prof. dr Plamen Zahariev

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			

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		

Activity	Output												
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			
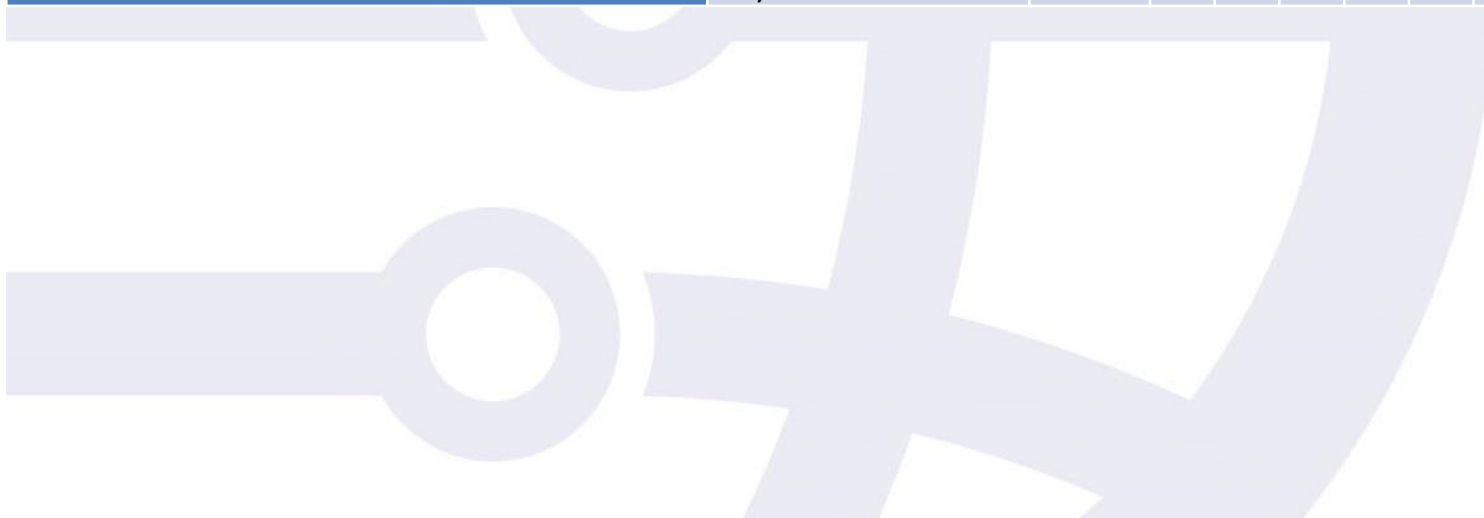
IO3 - TOOLKIT/GUIDE FOR THE IMPLEMENTATION OF DIGITAL INTERNSHIP		2021										2022	
		mar	apr	may	jun	jul	avg	sep	oct	nov	dec	jan	feb
ACTIVITY	INDICATOR	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
The toolkit/guide for the implementation of digital internships for companies, containing any and all guidelines, 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		

TRANSNATIONAL PROJECT MEETINGS

	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

ACTIVITY	INDICATOR		2021										2022	
TM1 - KICK OFF MEETING		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										

TM2 - EXPERT GROUP 1 AND 2 MEETING		2021										2022	
ACTIVITY	INDICATOR	mar M1	apr M2	may M3	jun M4	jul M5	avg M6	sep M7	oct M8	nov M9	dec M10	jan M11	feb 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							

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	

DATA PROTECTION AND CONFIDENTALITY

The coordinator and the beneficiaries undertake to preserve the confidentiality of any document, information or other material directly related to the subject of the Grant Agreement that is duly classed as confidential, if disclosure could cause prejudice to the other party. The parties shall remain bound by this obligation beyond the closing date of the action.

All personal data shall be processed in accordance with the dispositions of Article II.6 of the Grant Agreement.
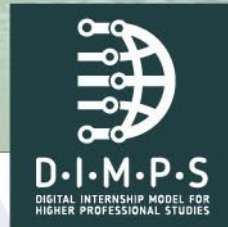
PUBLICITY OBLIGATIONS

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.

Disclaimer:

Any publication should mention the following sentence:

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.

Thank you for your attention

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