

# GUIDELINES

## Second Call for Applications

### for Grants to Seed Funding

### to foster university-business cooperations

### for more applied study programmes in Kosovo

#### 1. GENERAL INFORMATION ABOUT THE PROJECT AND OVERALL OBJECTIVE

The project “HERAS – Higher Education, Research and Applied Science” contributes to the well-functioning of Higher Education and Research in Kosovo along the principles of the European Higher Education Area (EHEA) and the European Research Area (ERA) with the long-term objective to support the socio-economic development of the country.

The objective of this project is to effectively and sustainably improve the higher education and research system in Kosovo, enhance the quality of higher education and the employability of graduates, and improve human capacities and increase internationalisation of research.

The project is funded by the Austrian Development Agency (ADA) with funds of Austrian Development Cooperation, and co-financed by the Ministry of Education, Science and Technology of Republic of Kosovo (MEST). HERAS is implemented by an Austrian consortium consisting of World University Service Austria (WUS Austria), the Center for Social Innovation (ZSI) and the Austrian Agency for International Mobility and Cooperation in Education, Science and Research (OeAD).

The three-year project “HERAS – Higher Education, Research and Applied Science” is being implemented from 2017 – 2019.

#### 2. APPLIED STUDY PROGRAMMES IN KOSOVO

Education has always been considered one of the cornerstones of international development. Building human capacities has proven a useful tool in mitigating global inequalities. The HERAS project supports the modernisation of the educational sector by developing and improving education policies, systems and institutions in Kosovo, to help to improve the educational landscape. Building the

capacities of higher education institutions and human capacities provides students with an education that is more aligned to the needs of the labour market and society. It better prepares them to tackle the challenges of the modern world.

Applied study programmes have not yet been very common in Kosovo. So far there are individual measures at the University of Prishtina and in particular at the University of Applied Sciences in Ferizaj (UASF). UASF, for example, develops activities in cooperation with local and international partners by connecting local economic needs (both regional and wider) with continuous improvement in the quality of learning.

Applied approaches in education and training focus on the development of personal skills and qualities so that people of all ages gain knowledge and understanding of the way in which the economy works and reacts to market forces. This involves approaches to the development of creativity, problem solving, team working, taking calculated risks, communication skills, leadership, decision taking, time management, taking responsibility and other individual skills which can lead to improved employment prospects. Applied study programmes also identify the role of the entrepreneur in society and the various requirements of self employment.

Building bridges between higher education institutions and the world of work and closer cooperation in both directions is inevitable. Experience and results from earlier projects show that active involvement of non-academic partners and alumni in curriculum development and performance evaluation enhances the innovation potential of higher education institutions and the employability of their graduates.

The HERAS project aims to finance **micro-projects** to foster the implementation of university-business cooperation in Kosovo. Selected project will be granted 1,500.

## 2.1. THEMATIC AREAS OF THIS CALL

This grant scheme aims to foster **university-business cooperations** in the frame of existing curricula, revision of existing or development of new curricula with an applied approach, development of professional skills, and improvement of communication between academics and entrepreneurs, and at institutional level between higher education institutions and enterprises.

The types of activities for fostering university-business cooperation which may be funded under this call for proposals include (**list is non-exhaustive**):

- Carrying out needs analyses, studies, surveys, publications etc. on issues related to university-enterprise cooperation and in order to raise awareness (e.g. labour market relevance of curricula at the institution/faculty/department, employability of graduates, career paths etc.);

- Organising conferences, seminars, round tables, regional meetings, information campaigns, on the topic university-enterprise cooperation for relevant stakeholders;
- Setting up networks to connect public universities in Kosovo, entrepreneurs and students and to organise the development and exchange of good practices;
- Supporting individual or joint applied master theses, seminar papers etc.;
- Organising events such as job fairs and innovation competitions;
- Supporting the engagement of advanced students as junior consultants in the business sector;
- Carrying out activities with students in the frame of current study programmes to foster linking study programmes with working environments (excursions/field trips e.g. to potential workplaces, joint projects with enterprises, research for bachelor/master thesis that is related to a real case at a company, exhibition of project work, etc.);
- Developing business projects between students and entrepreneurs;
- Integrating internships or work placements into study programmes (e.g. with mentorship);
- Developing new curricula in partnership with industry, expanding the role of stakeholders in curriculum;
- Developing training courses and training packages for teaching staff on the topic of university-industry cooperation;
- Capacity development activities to support, mobilise and engage stakeholders;
- Promoting interdisciplinary courses, involving external partners as (guest) lecturers;
- Other....

## 2.2. ELIGIBILITY

**Staff (administrative, academic or management staff**, holding a permanent or temporary contract with the respective higher education institution is considered a member of staff) **at public higher education institutions**, as well as **students registered at a public university in Kosovo** are eligible to submit project concepts as individuals or as group. Applications must be signed by the representative of the respective higher education institution. In case a project receives funding, HERAS will contract the respective institution. There is no limit as to how many proposals can be submitted by one university.

## 2.3. AIMS AND EXPECTED RESULTS

HERAS supports projects (max. EUR 1,500 per project) for seed funding **to foster university-business cooperations for more applied study programmes in Kosovo**

Grantees (one person per selected project) will be able to participate in **a joint study visit to Austria** and a **workshop in Pristina** for capacity development. The programme of the study visit and workshop will be tailor-made to suit the needs of the selected projects.

## 2.4 BUDGET / FINANCED COST AND PROJECT DURATION

The requested small grant should **not exceed the amount of EUR 1,500**, accounting for a project period of up to **6 months**. Co-funding by applicant organisations through other sources is an asset, but not required.

The following costs are eligible:

- Staff costs
- Travel costs
- Costs for printing and publications
- Costs for events (e.g. food/drinks, rent etc.)
- Other costs (e.g. translations, office supplies, communication costs)

Please note that only costs documented by invoices can be considered eligible.

Information on reporting requirements, funding modalities and visibility guidelines for dissemination will be shared with grantees once the selection process is finalised.

## 3. EVALUATION CRITERIA AND SUBMISSION PROCEDURES

### 3.1 EVALUATION CRITERIA

Applications will be approved based on how well they integrate and demonstrate the ability to implement the following dimensions: (1) project design and substantive quality, (2) project management, (3) dissemination and sustainability and (4) cost efficiency. The evaluation criteria listed below should assist both, the applicants writing the project proposals and the selection committee as an evaluation guideline.

#### Thematic and/or organisational dimensions

#### 1. Project design and substantive quality (problem-oriented, relevant)

#### 2. Project management

#### 3. Dissemination and sustainability

#### 4. Cost-efficiency

#### Specification / Description

#### Evaluation grid

- Are the objectives clear?
- Are the proposed activities chosen and designed in a way that enables reaching these objectives?
- Is the application, including time plan and budget, realistic and well elaborated?
- What is planned to disseminate information about the project?
- What will be done to ensure sustainability of the project?
- Is the budget cost-efficient?

### 3.2. SUBMISSION PROCEDURES

All documents required for submission have to be in English and have to be submitted via E-mail to [arbresha.meha@wus-austria.org](mailto:arbresha.meha@wus-austria.org) and [michaela.handke@wus-austria.org](mailto:michaela.handke@wus-austria.org) until 18 February 2019.

Required documents	Please tick
Signed application form*	<input type="checkbox"/>
Short CVs of contact person and further team members	<input type="checkbox"/>

\*Signed by the legal representative of the institution.

Do not send any other documents apart from those required. Any additional material will not be considered.

**Deadline for submission: 18 February 2019**

### 3.3 TIMETABLE

Activity	Deadline
Call for proposals	18 January 2019
Deadline for submissions	18 February 2019
Pre-screening of applications against formal criteria	20 February 2019
Selection Board Meeting	March 2019
Information and contracting	March 2019
Start of micro-projects	April 2019
Mid-term report (including financial report) by grantees	Two weeks after the first half of project implementation
Final project report (including financial report) by beneficiaries	Two weeks after the end of the implementation of the project.

The Grant Scheme for seed funding will be announced on the HERAS project website, and the website of WUS Austria.

### 4. SELECTION PROCEDURE

1) WUS Austria will check the formal eligibility of the applications:

- complete and correct applications and documents
- eligibility criteria
- timeframe and budget

2) Final decision by the Selection Board (based on the result of the score); comprised of members of the HERAS consortium.

The Selection Board will aim at reaching a balanced portfolio of grants, taking into account the objectives of the call and the quality of the applications.

During the implementation period, the selected applicants will be also expected to participate in the following events:

- Initial workshop for grantees (introduction of projects to all grantees, guidance on reporting & project implementation)
- Study visit to Austria (one person per granted project)

### **5. CONSULTATIONS - NOT SURE WHAT TO SUBMIT?:**

Ideas and abstracts can be sent to [michaela.handke@wus-austria.org](mailto:michaela.handke@wus-austria.org) for consultation via Email.

Face-to-face consultations are held on 12 February 2019 (between 9:00h – 16:00h) at the premises of the HERAS office (ground floor, Ministry of Education, Science and Technology). Please send an

Email to [arbresha.meha@wus-austria.org](mailto:arbresha.meha@wus-austria.org) to announce your visit.