

## **Partnership Agreement**

### **CONTRACT BETWEEN THE COORDINATOR AND THE PARTNER**

Project 101179428

Project name: **Strengthening the international dimension of universities in South-East Asia through the development of micro-credentials and their recognition**

Project acronym: **MICRO4ASIA**

Under the Erasmus+ Programme

**Call: ERASMUS-EDU-2024-CBHE**

**Topic: ERASMUS-EDU-2024-CBHE-STRAND-2**

The present Partnership Agreement, hereinafter referred to as “the Agreement”, is made and entered into by and between,

Masarykova univerzita (MU), PIC 999880657,  
established in  
Zerotínovo náměstí 9, 601 77 BRNO, Czech Republic

hereinafter referred to as the “coordinator”, represented for the purposes of signature of the Agreement by prof. MUDr. Martin Bareš, Ph.D., Rector the project legal signatory as defined in the Grant Agreement 101179428 and the following partner:

Faculty of Economics and Business Management,  
National University of Laos (FEB NUOL), PIC 984078484  
established in  
Dongdok campus, Saythany district, Vientiane capital, PO box: 7322, Laos

hereinafter referred to as the “partner”, represented for the purposes of signature of this Agreement by the acting Dean of the Faculty of Economics and Business Management, National University of Laos, Assoc. Prof. Vadsana Chanthanasinh.

Where a provision applies without distinction to the “coordinator” and the “partner”, for the purpose of this Agreement they will be collectively referred to as the “beneficiaries” or “parties”.

The parties hereby have agreed as follows:

#### **Article 1 Subject of the Partnership Agreement**

1.1 This Agreement defines the terms that govern the relations between the parties, by establishing their rights and obligations, and lays down the rules of procedure for the work to be carried out in order to successfully implement the action 101179428 (hereinafter referred to as the “action”).

1.2 The coordinator and the partner undertake to do everything in their power to carry out the work programme forming the subject of this Agreement, which falls within the framework of the Grant Agreement 101179428 concluded between the coordinator and the Education, Audiovisual and Culture

Executive Agency (hereinafter referred to as the “EU executive agency”), related to the above-mentioned project.

1.3 The subject matter of this Agreement and the related work programme are detailed in the annexes of the Grant Agreement. The respective Grant Agreement terms and conditions, related annexes and guidelines, shall form an integral part of the present Agreement, and take precedence over it (see Article 21 of the present Agreement for the list of annexes).

1.4 The coordinator and the partner shall be bound by the terms and conditions of this Agreement, the Grant Agreement and any further amendments of the latter.

## **Article 2**

### **Duration**

2.1 This Agreement shall enter into force on the date the last party signs it, but shall have retroactive effect from the starting date of the eligibility period laid down in the Grant Agreement.

2.2 The period of eligibility of the activities and the contributions shall be in accordance to the dispositions of the Grant Agreement or any subsequent amendments of it.

2.3 The present Agreement shall remain in force until the coordinator has been discharged in full of his obligations arising from the Grant Agreement signed with the EU executive agency.

## **Article 3**

### **Obligations and responsibilities**

3.1 General obligations and role of the beneficiaries (including the coordinator).

Each of the beneficiaries:

- (a) undertakes to take part in the efficient implementation of the action, using the necessary staff, facilities, equipment and material, and shall conduct the work in accordance with the work programme and schedule set forth in the Grant Agreement and approved application, working to the best of its abilities to achieve the defined results and taking full responsibility for its work in accordance with accepted professional principles;
- (b) undertakes to comply with all the provisions of the Grant Agreement and its annexes, with all the provisions of this Agreement, as well as with EU and national legislation applicable;
- (c) is responsible for complying with any legal obligations incumbent on each of them;
- (d) shall be responsible for the sound financial management and cost efficiency of the funds of the project allocated to it;
- (e) is required to follow the rules of the Project Management Plan document - PMP (deliverable D1.1) which is accessible to them in electronic form. Beneficiaries will be informed about any changes to the PMP by the thirtieth day the change was made.

3.2 Specific obligations and role of the coordinator.

The coordinator undertakes to:

- (a) be responsible for the overall coordination, management and implementation of the project in accordance with the Grant Agreement and all its Annexes;

- (b) be the intermediary for all communication between the beneficiaries and the EU executive agency, and inform the partner of any relevant communication exchanged with the EU executive agency;
- (c) inform the partner of any changes connected to the project or to the Grant Agreement, or of any event likely to substantially affect the implementation of the action;
- (d) as the sole recipient of payments, transfer funds to the partners without unjustified delay and in accordance with the dispositions for payments laid down in Article 5 of this Agreement;
- (e) manage and verify the appropriate spending of the funds in accordance with the dispositions of the Grant Agreement and this Agreement;
- (f) comply with all reporting requirements *vis-à-vis* the EU executive agency, as per the dispositions of Article 21 of the Grant Agreement. The coordinator shall not delegate any part of this task to any party;
- (g) establish payment requests on behalf of the partner, as per the dispositions of Article 21 of the Grant Agreement;
- (h) provide the partner with official documents related to the project, such as the signed Grant Agreement and its annexes, the various reports templates and any other relevant document concerning the project;
- (i) transmit to the partner copies of all reports submitted to the EU executive agency, as well as copies of any feedback letters received from the Agency following report assessment and field monitoring visits;
- (j) keep information stored in the Portal Participation Register up to date as described in Article 19 of the Grant Agreement;
- (k) submit via the Portal data and information related to the participation of their affiliated entities;
- (l) request and review any documents or information required and verify their quality and completeness before passing them on to the EU executive agency;
- (m) submit the deliverables and reports to the EU executive agency;
- (n) inform the EU executive agency about the payments to partner.

### 3.3 Specific obligations and role of the partner (excluding the coordinator).

The partner undertakes to:

- (a) ensure adequate communication with the coordinator and with other beneficiaries of action;
- (b) support the coordinator in fulfilling its tasks according to the Grant Agreement and all its Annexes;
- (c) submit in due time to the coordinator all relevant data needed to draw up the reports, financial statements and any other documents provided for in the Grant Agreement, as well as all necessary documents in the events of audits, checks or evaluations;

- (d) make available any documentation/information on project finance and activities required by the EU executive agency or by the European Commission or by any other outside body authorised by EU executive agency, upon request;
- (e) provide the coordinator with any other information or documents it may require and which are necessary for the management of the project;
- (f) notify the coordinator of any event likely to substantially affect or delay the implementation of the action, as well as of any important deviation of the project (e.g. replacement of the project contact person, changes in partner's budget, deviations from work plan etc.);
- (g) inform the coordinator of any change in its legal, financial, technical, organisational or ownership situation and of any change in its name, address or project legal signatory;
- (h) keep information stored in the Portal Participation Register up to date as described in Article 19 of the Grant Agreement;
- (i) submit via the Portal data and information related to the participation of their affiliated entities.

#### **Article 4** **Financing the action**

4.1 The maximum Erasmus+ grant contribution to the project for the contractual period covered by the Grant Agreement amounts to EUR 792 539,37 and shall take the form as stipulated in Annex 2 of the Grant Agreement.

4.2 The Erasmus+ grant contribution is awarded to the consortium under the form of a lump sum grant for the completion of work packages.

4.3 The grant contribution to the project is intended to cover only part of the costs actually incurred by the beneficiaries in carrying out the activities foreseen. The beneficiaries commit to provide additional resources to the project so as to ensure its full implementation in accordance with the Grant Agreement.

4.4 Full details of the estimated budget breakdown per beneficiaries of action is given in Annex I of this Agreement.

#### **Article 5** **Payment arrangements**

5.1 The coordinator will transfer the part of the Erasmus+ grant contribution corresponding to the partner using the account stipulated hereafter:

Beneficiary name: Faculty of Economics and Business Management, National University of Laos  
Beneficiary address (street, building number, city, postcode/ZIP, country): Dongdok campus, Saythany district, Vientiane capital, PO box: 7322, Laos

Account name: [REDACTED]

IBAN: -

Swift code/BIC code: [REDACTED]

Name of Bank: [REDACTED]  
[REDACTED]

5.2 The transfer of the Erasmus+ grant contribution to the partner will be implemented in accordance with the following timetable and procedure of Internal budget disbursement scheme (indicated in Annex II):

The total budget for the partner is divided into portions of the lump sum contribution of specific reporting periods according to the Internal disbursement scheme (Annex II of this Agreement).

Throughout the implementation of the action, the coordinator shall transfer up to 70 % of the total contribution that the partner is expected to receive in 4 (four) instalments. The instalments are linked to specific parts of the Internal disbursement scheme (Annex II of this Agreement), which are labelled as “payments”.

The disbursement of the instalments is connected to fulfilling the work in accordance with the Description of Action and schedule set forth in the Grant Agreement and its annexes and approved application, and connected also to the Internal Reporting Scheme (Article 6 of this Agreement).

The partner can request the disbursement of the instalments from the coordinator in these steps according to the following scheme and on a basis of a written request to the coordinator project manager (a form sent by e-mail):

Payment arrangement procedure:

**1<sup>st</sup> instalment:** Upon completion of Partnership Agreement signatures on side of the coordinator and the partner, and **arrival of the Partnership Agreement** to the coordinator’s address, the coordinator will transfer the advance (“payment 1”) to the partner within 15 days:

PAYMENT 1: **14.786,28 EUR**

**2<sup>nd</sup> instalment:** Upon submission of **Internal Interim Report #1** (as indicated in Article 6 of this Agreement), provided no irregularities are identified, and **attending event E4.1 in accordance with the Grant Agreement and approved application**, within 15 (fifteen) days after event E4.1 ends, the coordinator will transfer to the partner’s bank account a portion of the lump sum contribution (“payment 2”):

PAYMENT 2: **5.914,51 EUR**

**3<sup>rd</sup> instalment:** Upon submission of **Internal Interim Report #2** and **Equipment Report** (as indicated in Article 6 of this Agreement), within 15 (fifteen) days from receipt of Internal Interim Report #2 and Equipment Report, provided no irregularities are identified, the coordinator shall transfer to the partner’s bank account a portion of the lump sum contribution (“payment 3”):

PAYMENT 3: **30 000,00 EUR**

**4<sup>th</sup> instalment:** Upon submission of **Internal Interim Report #3**, subsequently upon coordinator’s submitting of finished **Progress report D1.3 in accordance with the Grant Agreement and approved application**, and upon submission of **Internal Interim Report #4 and #5** (as indicated in Article 6 of this Agreement), the coordinator shall, within 15 days from receipt of Internal Interim Report #5, provided no irregularities are identified, transfer to the partner’s bank account a portion of the lump sum contribution (“payment 5”).

PAYMENT 5: **8.444,31 EUR**

The Balance (30 % of the grant) will be reimbursed to the partner by the coordinator within 30 (thirty) days after the balance payment is transferred into the coordinator's bank account by the EU executive agency, unless further information or additional documentation are requested by the EU executive agency.

5.3 The partner is obliged to use the Erasmus+ grant contribution exclusively for the purposes defined by the action, and in accordance with the terms and provisions of the present Agreement and the Grant Agreement and its annexes.

5.4 If there is a difference between the amount of the Erasmus+ grant contribution claimed by the consortium and the amount of lumps sums accepted by the EU executive agency at the end of the action there are two possible situations:

- a) The partner has received an excess payment, that is, the coordinator has transferred as advance payments a higher amount than is due to that partner that failed to carry out the activities that originate the penalisation. In this case the corresponding excess payment must be transferred by the partner to the Coordinator within 30 (thirty) days from the reception of the communication;
- b) The amount due in the final payment is lower than the lump sum claimed by the partner that failed to carry out the activities that originate the reduction in the final payment by the EU executive agency, and in this case, the final payment transferred by the coordinator will be adjusted to the lump sum actually accepted by the EU executive agency.

5.5 The costs of financial transfers shall be borne as following:

- Costs of transfers charged by the bank of the coordinator shall be borne by the coordinator;
- Costs of transfer charged by the bank of a partner shall be borne by the partner;
- All costs of repeated transfers caused by one of the parties shall be borne by the party which caused the repetition of the transfer

## **Article 6**

### **Internal interim reporting**

6.1 The partner is obliged to regularly report on their work within the action, following the Internal Reporting Scheme. The Internal Reporting Scheme comprises of Internal Interim Reports.

6.2 The Internal Interim Report is composed of the following documents / tasks:

- a. internal technical progress report, based on internal template provided by the coordinator and describing activities implemented during the reporting period (narrative);
- b. update of the Dissemination Reporting Tool on the project platform;
- c. supporting documents, which are listed in Annex III of this Agreement and elaborated on in the Project Management Plan.

All the reporting documents must be sent by the partner to the coordinator's contact person (project manager) by e-mail.

Upon submission of the Internal Interim Report, the coordinator shall carefully check the enclosed documents within 15 days.

6.3 The Internal Reporting Scheme is as follows:

INTERNAL INTERIM REPORT	REPORTING PERIOD	DEADLINE
#1 (IIR#1)	M1-M6 (1 FEBRUARY 2025 – 31 JULY 2025)	15 AUGUST 2025
#2 (IIR #2)	M7-M12 (1 AUGUST 2025 – 31 JANUARY 2026)	15 FEBRUARY 2026
EQUIPMENT REPORT* (EQPR)	M1-M12 (1 FEBRUARY 2025 – 31 JANUARY 2026)	15 FEBRUARY 2026
#3 (IIR#3)	M13-M18 (1 FEBRUARY 2026 – 31 JULY 2026)	15 AUGUST 2026
#4 (IIR#4)	M19-M24 (1 AUGUST 2026 – 31 JANUARY 2027)	15 FEBRUARY 2027
#5 (IIR#5)	M25-M30 (1 FEBRUARY 2027 – 31 JULY 2027)	15 AUGUST 2027
#6 (IIR#6)	M31-M36 (1 AUGUST 2027 – 31 JANUARY 2028)	15 FEBRUARY 2028

\* EQUIPMENT REPORT (EQPR), is only expected of beneficiaries from Vietnam and Laos as they are the only ones having budgeted for equipment purchase. Instructions for this report will be detailed in the Project Management Plan.

## **Article 7**

### **Reporting to the EU executive agency**

7.1 The coordinator is responsible for submitting in due time to the EU executive agency all reports and financial statements as required in the Grant Agreement. For this purpose and in a timely manner, the partner commits to provide the coordinator with all necessary information and, if applicable, copies of supporting documents needed for drawing up reports, financial statements and any other documents required in the Grant Agreement.

7.2 The coordinator shall provide the partner with the appropriate reporting forms for the declaration of activities and the respective instructions for their completion.

7.3 The partner shall keep a record of any activity incurred under the project and all proofs and related documents for a period of 5 (five) years after the payment of the final balance under the Grant Agreement. The coordinator may advise the partner on any item, which cannot be justified in accordance with the rules set out by the EU executive agency in the Grant Agreement and in the Guidelines for the Use of the Grant.

7.4 The form and deadlines connected to reporting are described in detail in the Project Management Plan.

## **Article 8**

### **Budgetary and financial management**

8.1 The Erasmus+ grant will be calculated based on the lump sum contributions broken down by participant and work package as set out in Annex 2 of the Grant Agreement.

8.2 For the implementation of the action, the consortium will apply the principle of “completion of work packages” defined in the Grant Agreement.

8.3 The partner confirms that it respects the social and labour legislation of its country regarding the costs of staff contributing to the action.

8.4 The partner is responsible for ensuring adequate insurance arrangements for its staff and students while participating in project activities.

## **Article 9**

### **General administrative provisions**

9.1 Any important action related communication between the beneficiaries shall be done in writing and addressed to the appointed project manager of each beneficiary, as per the details below:

For the coordinator:

Project manager/contact person: [REDACTED]  
Research and Projects Office, Faculty of Economics and Administration  
Masaryk University  
Lipová 41a, 602 00 BRNO  
CZECHIA

Project manager/contact person E-MAIL: [REDACTED]  
Project manager/contact person PHONE NUMBER: [REDACTED]

For the partner:

Project manager/contact person: [REDACTED]  
Faculty of Economics and Business Management, National University of Laos (FEB NUOL)  
Dongdok campus, Saythany district,  
Vientiane capital, PO box: 7322  
Laos

Project manager/contact person E-MAIL [REDACTED]  
Project manager/contact person PHONE NUMBER [REDACTED]

9.2 Any changes to the above information should be communicated to the coordinator in a timely manner.

9.3 Current e-mail contact for project manager of each partner institution can be found in the project Management Plan.

## **Article 10**

### **Decision making and conflict resolution**

10.1 The decision making process of action is based on the principle “one partner, one vote”. Each beneficiary of action is represented by its appointed Contact Person. In case of a tie in any voting, the coordinator shall have an additional casting vote. Decisions are taken –in meetings of teleconferences- when a quorum of at least 2/3 of partners are present or represented.

10.2 Decisions shall be taken by a majority of two-thirds (2/3) of the votes of members present or represented.

10.3 A Party which can show that its own work, time for performance, costs, liabilities, intellectual property rights or other legitimate interests would be severely affected by a decision of the Consortium may exercise a veto with respect to the corresponding decision or relevant part of the decision.

10.4. A Party may veto a decision during the meeting or within 15 (fifteen) calendar days after receipt of the draft minutes of the meeting.

10.5. In case of exercise of veto, the Parties shall make every effort to resolve the matter which occasioned the veto to the general satisfaction of all Parties.



10.6. A Party may neither veto decisions relating to its identification to be in breach of its obligations nor to its identification as a Defaulting Party. The Defaulting Party may not veto decisions relating to its participation and termination in the consortium or the consequences of them.

10.7. A Party requesting to leave the consortium may not veto decisions relating thereto.

## **Article 11**

### **Promotion and visibility**

11.1 The coordinator and the partner shall ensure adequate promotion of the action and commit to playing an active role in any activities organised to capitalise on, exploit / disseminate the results of the action according to deliverable D6.1.

11.2 Any notice or publication by the action, including at a conference or a seminar, must specify that the action is being co-financed by EU funds, and must comply with the visibility rules laid down in Article 17 of the Grant Agreement.

## **Article 12**

### **Confidentiality and data protection**

12.1 The coordinator and the partner undertake to preserve the confidentiality of any document, information or other material directly related to the subject of the 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.

12.2 All personal data contained in or relating to this Agreement shall be processed in accordance with the dispositions of Article 15 of the Grant Agreement.

## **Article 13**

### **Ownership, property rights and Background**

13.1 The ownership of all action 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 16 of the Grant Agreement.

13.2 Materials already developed and brought in by each of the beneficiaries may be only used within the scope of the action as templates of good practice. Copyrights on such materials shall be strictly safeguarded and permission for reproduction and scale of production has to be settled beforehand.

## **Article 14**

### **Liability**

14.1 Each of the parties discharge the other of any civil liability for any damages suffered by itself or its staff/students as a result of the performance of this Agreement, insofar as such damages are not due to serious or intentional negligence or fault of the other party or its staff/students.

14.2 Each of the parties shall be solely liable for any loss, damage or injury to third parties resulting from the performance of said partner's obligations by it or on its behalf under this Agreement or from Results or Background.

14.3 A Beneficiary's aggregate liability towards the other Beneficiaries collectively shall be limited to the Beneficiary's share of the total costs of the Action as identified in the Data Sheet of the Grant Agreement provided such damage was not caused by a wilful act or gross negligence.

## **Article 15**

### **Conflict of interest**

15.1 The coordinator and partner must undertake all necessary precautions to prevent any risk of conflicts of interest, which could affect their impartial and objective performance of the Agreement. Such conflict of interest could arise in particular as a result of economic interest, political or national affinity, family or emotional reasons, or any other shared interest.

15.2 Any situation constituting or likely to lead to any such conflict should be brought to the attention of the coordinator without delay, and the partner in cause shall undertake to take all necessary measures to rectify this situation at once.

15.3 The coordinator will decide if it is deemed necessary to inform the EU executive agency as provided for in Article 12 of the Grant Agreement.

## **Article 16**

### **Working languages**

16.1 The working language of the consortium shall be English<sup>1</sup>.

16.2 Both parties commit in allocating to the project staff with enough knowledge of the working language, allowing a smooth communication and understanding of the matters discussed.

## **Article 17**

### **Applicable law and jurisdiction**

17.1 This Agreement is governed by the Czech Republic's law, being the law of the coordinator's country.

17.2 In case of any disputes on matters under this Agreement, which cannot be resolved by an amicable settlement, the matter shall have to be decided by courts of Czech Republic that shall have exclusive jurisdiction.

17.3 If any provision of this Agreement or the application of any such provision shall be considered invalid or unenforceable in whole or in part for legal requirements, all other stipulations remain valid and binding to both parties.

17.4 If any provision in this Agreement should be wholly or partly ineffective, the parties to this Agreement undertake to replace the ineffective provision by an effective provision which comes as close as possible to the purpose of the ineffective provision.

17.5 This Agreement is concluded in English. In the event of translation of this Agreement and its annexes, the English version shall prevail.

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<sup>1</sup> The working language must be understood and spoken by all parties involved in the consortium.

## **Article 18**

### **Termination of the Agreement**

18.1 In the event that the partner fails to perform any obligations under the present Agreement or the Grant Agreement, the coordinator may terminate its participation in the project, subject to the decision of the consortium, upon formal written authorisation by the EU executive agency.

18.2 The coordinator shall notify the partner in cause by registered letter. The partner has 30 calendar days to supply all relevant information to appeal the decision.

## **Article 19**

### **Force Majeure**

19.1 If either party faces a case of *force majeure* (as per defined in article 35 of the Grant Agreement), it shall promptly notify the other party in writing, specifying the nature, probable duration and expected effects of this event.

19.2 Neither of the parties shall be deemed in breach of its obligations if it has been prevented from performing its tasks due to *force majeure*. The parties shall take all necessary measures to minimise possible damage to successful project implementation.

## **Article 20**

### **Amendments**

20.1 Any amendments to this Agreement must be made in writing by means of a Supplementary Agreement, and become effective when signed by the authorised project legal signatories of both parties. No oral agreement may bind the parties to this effect.

20.2 The amendment may not have the purpose or the effect of making changes which might call into question the dispositions of the Grant Agreement.

## **Article 21**

### **Annexes**

Annex I – Budget breakdown per partner

Annex II – Internal disbursement scheme

Annex III – List of supporting documents requested for internal reporting

Annex IV – Grant Agreement (accessible to all beneficiaries online on the EU Funding and Tenders Portal)

Annex V – Work performance expected by partners

We, the undersigned, declare to have read and accepted the terms and conditions of this Agreement as described here before, including the annexes thereto. This Agreement will be signed by hand.

#### **For the Coordinator**

The project legal signatory  
prof. MUDr. Martin Bareš, Ph.D.  
Rector

Signature  
Done in Brno  
Date (DD.MM.YYYY):

#### **For the Partner**

The acting Dean of FEB NUOL  
Assoc. Prof. Vadsana Chanthanasinh  
Dean of the faculty

Signature  
Done in Vientiane  
Date (DD.MM.YYYY):



## Budget breakdown per partner

N°	Role	Short name	Legal name	Country	PIC	Max grant amount (EUR)
1	COO	MU	Masarykova univerzita	CZ	999880657	102 961
2	BEN	UNIDU	Sveuciliste u Dubrovniku	HR	998812396	77 391
3	BEN	UNISI	Universita degli Studi di Siena	IT	999898020	55 526
4	BEN	IHF	Institut de Haute Formation aux Politiques Communautaires	BE	941923545	52 486.37
5	BEN	UEH	UEH University	VN	933811338	85 070
6	BEN	HUB	Ho Chi Min City University of Banking	VN	914923886	84 098
7	BEN	NEU	Truong Dai Hoc Kinh Te Quoc Dan	VN	917291850	81 662
8	BEN	NUOL	National University of Laos	LA	984078484	84 493
9	BEN	BI	Banking Institute	LA	883255132	83 530
10	BEN	CU	Champasack University	LA	915985745	85 322
Total						792 539.37

ANNEX II

Internal budget disbursement scheme

				Initial prefinancing*	PAYMENT 1	PAYMENT 2	PAYMENT 3	PAYMENT 4	PAYMENT 5	Balance**
NB	Name	Country	TOTAL budget	70% of TOTAL budget	ADVANCE	IIR #1 + E4.1 ATTENDED	IIR #2 + EQPR	IIR #3 + D1.3 SUBMITTED	IIR #4 + IIR #5	30% of TOTAL budget
P1	MU	CZ	102 961,00	<b>72 072,70</b>	18 018,18	0,00	18 018,18	10 810,91	25 225,43	30 888,30
P2	UNIDU	HR	77 391,00	<b>54 173,70</b>	13 543,43	0,00	13 543,43	8 126,06	18 960,78	23 217,30
P3	UNISI	IT	55 526,00	<b>38 868,20</b>	9 717,05	0,00	9 717,05	5 830,23	13 603,87	16 657,80
P4	IHF	BE	52 486,37	<b>36 740,46</b>	9 185,11	0,00	9 185,11	5 511,07	12 859,17	15 745,91
P5	UEH	VN	85 070,00	<b>59 549,00</b>	14 887,25	5 954,90	30 000,00	0,00	8 706,85	25 521,00
P6	HUB	VN	84 098,00	<b>58 868,60</b>	14 717,15	5 886,86	30 000,00	0,00	8 264,59	25 229,40
P7	NEU	VN	81 662,00	<b>57 163,40</b>	14 290,85	5 716,34	30 000,00	0,00	7 156,21	24 498,60
P8	NUOL	LA	84 493,00	<b>59 145,10</b>	14 786,28	5 914,51	30 000,00	0,00	8 444,31	25 347,90
P9	BI	LA	83 530,00	<b>58 471,00</b>	14 617,75	5 847,10	30 000,00	0,00	8 006,15	25 059,00
P10	CU	LA	85 322,00	<b>59 725,40</b>	14 931,35	5 972,54	30 000,00	0,00	8 821,51	25 596,60
		TOT	792 539,37	<b>554 777,56</b>						237 761,81

\* INITIAL PREFINANCING: 70% of the total grant transferred by the EC to MU in Q4 2024

\*\* BALANCE: 30% balance will be disbursed to partners upon payment from the EC, expected in Q1 2028

## List of supporting documents requested for internal reporting

Staff	Travel and events	Equipment	Subcontracting	Events
1. Declaration of effort (template will be shared by the coordinator)	1. Certificate of attendance 2. Attendance list signed by the staff who participated in the mobility 3. Photos of the event 4. Any tangible results produced to participate at the meeting or used in occasion of the meeting (i.e. PowerPoint presentations)	1. Any official document requested at internal level of the university for the purchase of the equipment (i.e. publication of tender, tender report, 3 commercial offers, contract to purchase the equipment) (+ free translation into English) 2. Invoice from the provider selling equipment (+ free translation into English) 3. Bank statement showing that the equipment was purchased (+ free translation into English) 4. Extract of inventory of the university showing that the equipment is part of the assets of the university (+ free translation into English) 5. Photos of the equipment	1. Any official document requested at internal level of the university for subcontracting services to subcontractors (i.e. publication of tender, tender report, 3 commercial offers, contract for subcontracting) (+ free translation into English) 2. Invoice from the subcontractor (+ free translation into English) 3. Bank statement showing that the subcontractor was paid (+ free translation into English)	1. Attendance list signed by the participants of the event 2. Photos

**Work Performance Expected by Partners**  
(corresponds to information in Grant Agreement – Annex IV)

		Work Package Name	Lead beneficiary	Co-Lead beneficiary	Start Month and date	End Month and date
	<b>WP1</b>	Project management and coordination	MUNI	X	1 (2/2025)	36 (1/2028)
	<b>WP2</b>	Capacity Building on development of Microcredentials	UNIDU	NEU	1 (2/2025)	25 (2/2027)
	<b>WP3</b>	Elaboration of micro-credentials + their test and validation	UEH	UNIDU	3 (4/2025)	36 (1/2028)
	<b>WP4</b>	Development of the Common Recognition Mechanism of micro-credentials	MUNI	NUOL	5 (6/2025)	31 (8/2027)
	<b>WP5</b>	Quality Assurance	UNISI	BUH	1 (2/2025)	36 (1/2028)
	<b>WP6</b>	Dissemination and Sustainability	IHF	CU	1 (2/2025)	36 (1/2028)
			<b>Responsible beneficiary</b>	<b>Due project month</b>	<b>Due date</b>	
<b>WP1</b>	<b>D1.1</b>	Project Management Plan (PMP) finalized	MUNI	3	4/2025	
	<b>D1.2</b>	Outputs of project meetings collected	MUNI	36	1/2028	
	<b>D1.3</b>	Progress report	MUNI	18	7/2026	
			<b>Responsible beneficiary</b>	<b>Due project month</b>	<b>Due date</b>	
<b>WP2</b>	<b>D2.1</b>	Capacity Building Plan for the development of micro-credentials in partner countries	UNIDU	6	7/2025	
	<b>D2.2</b>	Capacity Building Material for teaching	UNIDU	21	10/2026	
	<b>D2.3</b>	Micro-credentials Tool-Kit for teaching	UNIDU	25	2/2027	



			<b>Responsible beneficiary</b>	<b>Due project month</b>	<b>Due date</b>	
<b>WP3</b>	<b>D3.1</b>	35 Micro-Credentials elaborated	UEH	27	4/2027	
	<b>D3.2</b>	Validation Plan elaborated	UEH	29	6/2027	
	<b>D3.3</b>	Micro-Credentials Tested on 500 Students	UEH	34	11/2027	
	<b>D3.4</b>	Micro-Credentials Validated	UEH	36	1/2028	
			<b>Responsible beneficiary</b>	<b>Due project month</b>	<b>Due date</b>	
<b>WP4</b>	<b>D4.1</b>	Identify the set of benchmarking elements/indicators	MUNI	14	3/2026	
	<b>D4.2</b>	Draft CRM for validation	MUNI	23	12/2026	
	<b>D4.3</b>	CRM Validation Report	MUNI	31	8/2027	
			<b>Responsible beneficiary</b>	<b>Due project month</b>	<b>Due date</b>	
<b>WP5</b>	<b>D5.1</b>	MICRO4ASIA Quality Assurance (QA) Plan	UNISI	3	4/2025	
	<b>D5.2</b>	External Quality Evaluation	UNISI	36	1/2028	
	<b>D5.3</b>	Quality Assurance Reports	UNISI	36	1/2028	
			<b>Responsible beneficiary</b>	<b>Due project month</b>	<b>Due date</b>	
<b>WP6</b>	<b>D6.1</b>	D6.1 – Dissemination Plan finalised	IHF	3	4/2025	
	<b>D6.2</b>	D6.2 – MICRO Website and Platform	IHF	3	4/2025	
	<b>D6.3</b>	D6.3 – Sustainability Plan delivered	IHF	36	1/2028	