

## European Space University for Earth and Humanity

*UNIVERSEH is an alliance of five European universities established to develop a new way of collaboration in the field of Space, within the "European Universities" initiative.*

*The alliance aims to create new higher education interactive experiences for the university community, teachers and students, and for the benefit of society as a whole. Such initiatives will enable broadminded, informed and conscientious European citizens to capture and create new knowledge and become smart actors of European innovation, valorisation and societal dissemination within the Space sector, from science, engineering, liberal arts to culture.*

Grant agreement number: 101004066

Funding Scheme: Erasmus+ / European Universities

### D 1.3 Administrative Toolkit

Due date of deliverable: M 1  
Actual Submission date: 09/04/2021

Start date of the project: 01/11/2020

Duration: 36 months

Organisation responsible for this deliverable:

Version: draft/final

#### Dissemination level

<b>PU</b>	Public	X
<b>CO</b>	Confidential, only for members of the consortium	

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## Document History

Version	Date	Author	Partner	Summary of main changes
1.1	09/04/21	Hélène Gentils	UT	

## Summary

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## 1. Deliverable description

In order to ensure a sound administrative and financial management of the project and promote common practices across partners, the coordinator proposed an administrative toolkit composed of:

- An excel timesheet template, based on the EU template, for partners and third parties who do not have time-recording systems
- A deliverable template, to ensure consistency across deliverables submitted
- A financial reporting template, to ensure a yearly monitoring of budget spend, per partner and third party, to the steering committee.
- An activities progress monitoring document, aimed at WP leaders, in order to show the progress of the tasks they coordinate in their WP.

These documents complement the constant support offered by the coordinator to partners and third parties in terms of financial and administrative management.

These documents have been drafted by the coordinator and presented for feedback during WP1 meetings. The final version was then circulated to partners and third parties, and will be available in the secure working area of the project website (Google Workspace tailored for the project needs). In particular, the activities progress monitoring document will be edited directly online by WP leaders, in order to report regularly to the steering committee.

## 2. Annexes

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- Timesheet template

	A	B	C	D	E	F	G	H	I	J	K	L
1			Guidance									
2												
3	This timesheet template is based on the EU timesheets available <a href="#">here</a>											
4												
5	The timesheets need to be filled in on a regular basis, and signed on a monthly basis by the person's supervisor.											
6	They need to record the total working time of the person, and be detailed by work package											
7	Please include a very brief description of the work carried out on each WP each month											
8												
9	To use the timesheet, fill in the summary page and then copy paste the "template sheet" and rename it for each month worked on the project											
10	and then copy paste the "template sheet" and rename it for each month worked on the project											
11												
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20												
21												
22												
23												

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**TIME RECORDING SUMMARY**  
**[PROJECT PARTNER NAME]**  
**[STAFF NAME]**

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





Summary of time spent on the project								
Project Month	Calendar Month	Total WP1	Total WP2	Total WP3	Total WP4	Total WP5	Total WP6	Total WP7
M1	Nov. 2020	0	0	0	0	0	0	0
M2	Dec. 2020							
M3	Jan. 2021							
M4	Feb. 2021							
M5	March 2021							
M6	April 2021							
M7	May 2021							
M8	June 2021							
M9	July 2021							
M10	August 2021							
M11	Sept. 2021							
M12	Oct. 2021							
M13	Nov. 2021							
M14	Dec. 2021							
M15	Jan. 2022							
M16	Feb. 2022							
M17	March 2022							
M18	April 2022							
M19	May 2022							
M20	June 2022							
M21	July 2022							
M22	August 2022							
M23	Sept. 2022							
M24	Oct. 2022							
M25	Nov. 2022							
M26	Dec. 2022							
M27	Jan. 2023							
M28	Feb. 2023							
M29	March 2023							
M30	April 2023							
M31	May 2023							
M32	June 2023							
M33	July 2023							
M34	August 2023							
M35	Sept. 2023							
M36	Oct. 2023							

\*report here the total hours spent on the project on a monthly basis

Total hours on the project 0

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EU GRANTS TIME-SHEET (HOURLY RATE)															Month: <input style="width: 50px;" type="text"/>		Year: <input style="width: 50px;" type="text"/>	
Project name (acronym): <b>UNIVERSEH</b>															 <div style="display: inline-block; text-align: left; margin-top: 10px;">           Co-funded by the Erasmus+ Programme of the European Union            </div>			
Project number: <b>101004066</b>																		
Participant name: <b>[PROJECT PARTNER NAME]</b>																		
Name of the person: <b>[STAFF NAME]</b>																		

DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL
ACTIVITIES																																
WP1																															0	
WP2																															0	
WP3																															0	
WP4																															0	
WP5																															0	
WP6																															0	
WP7																															0	
TOTAL of activities linked to the project	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Activities linked to other EU projects																															0	
Other activities																															0	

DESCRIPTION OF ACTIVITIES CARRIED OUT FOR PROJECT DURING THIS MONTH	
Work package number	Activities
WP1	
WP2	
WP3	
WP4	
WP5	
WP6	
WP7	

SIGNATURES			
Supervisor Name		Person Name	[STAFF NAME]
Date		Date	
Signature		Signature	

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- Deliverable template

## European Space University for Earth and Humanity

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Grant agreement number: 101004066

Funding Scheme: Erasmus+ / European Universities

## Deliverable number and title

Due date of deliverable: M XX  
Actual Submission date: XX/XX/XXXX

Start date of the project: 01/11/2020

Duration: 36 months

Organisation responsible for this deliverable:

*Version: draft/final*

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### Dissemination level

<b>PU</b>	Public	X
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### Document History


Version	Date	Author	Partner	Summary of main changes

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- Financial reporting template

	A	B	C	D	E	F	G	H	I	J	K	L
1			<b>Financial reporting</b>									
2		<b>UNIVERSEH</b>	Year 1							Co-funded by the Erasmus+ Programme of the European Union		
3			01/11/2020 - 31/10/2021									
4												
5												
6		<b>Project Part Budget line</b>	<b>WP1</b>	<b>WP2</b>	<b>WP3</b>	<b>WP4</b>	<b>WP5</b>	<b>WP6</b>	<b>WP7</b>	<b>TOTAL</b>	<b>TOTAL PER PA</b>	
7	<b>UT</b>	A. Direct personal cost	0	0	0	0	0	0	0	0	0	0
8		B.1 Travel costs	0	0	0	0	0	0	0	0	0	
9		B.2 Subsistence costs	0	0	0	0	0	0	0	0	0	
10		E. Other direct costs	0	0	0	0	0	0	0	0	0	
11		F. Indirect costs	0	0	0	0	0	0	0	0	0	
12	<b>AGH</b>	A. Direct personal cost	0	0	0	0	0	0	0	0	0	0
13		B.1 Travel costs	0	0	0	0	0	0	0	0	0	
14		B.2 Subsistence costs	0	0	0	0	0	0	0	0	0	
15		E. Other direct costs	0	0	0	0	0	0	0	0	0	
16		F. Indirect costs	0	0	0	0	0	0	0	0	0	
17	<b>UDUS</b>	A. Direct personal cost	0	0	0	0	0	0	0	0	0	0
18		B.1 Travel costs	0	0	0	0	0	0	0	0	0	
19		B.2 Subsistence costs	0	0	0	0	0	0	0	0	0	
20		E. Other direct costs	0	0	0	0	0	0	0	0	0	
21		F. Indirect costs	0	0	0	0	0	0	0	0	0	
22	<b>LTU</b>	A. Direct personal cost	0	0	0	0	0	0	0	0	0	0
23		B.1 Travel costs	0	0	0	0	0	0	0	0	0	
24		B.2 Subsistence costs	0	0	0	0	0	0	0	0	0	
25		E. Other direct costs	0	0	0	0	0	0	0	0	0	
26		F. Indirect costs	0	0	0	0	0	0	0	0	0	
27	<b>uni.lu</b>	A. Direct personal cost	0	0	0	0	0	0	0	0	0	0
28		B.1 Travel costs	0	0	0	0	0	0	0	0	0	
29		B.2 Subsistence costs	0	0	0	0	0	0	0	0	0	
30		E. Other direct costs	0	0	0	0	0	0	0	0	0	
31		F. Indirect costs	0	0	0	0	0	0	0	0	0	
32	<b>TOTAL PER WP</b>		0	0	0	0	0	0	0	0	0	
33												
34	<b>TOTAL PER BUDGET LINE</b>	A. Direct personal cost	0									
35		B.1 Travel costs	0									
36		B.2 Subsistence costs	0									
37		E. Other direct costs	0									
38		F. Indirect costs	0									
39												
40												
41												
42												
		<b>SUMMARY</b>	<b>UT</b>	<b>AGH</b>	<b>UDUS</b>	<b>LTU</b>	<b>uni.lu</b>	<b>TP - UFT</b>	<b>TP - UT2</b>			

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Financial reporting
Year 1
01/11/2020 - 31/10/2021



Project coordinator
UNIVERSITY OF TOULOUSE

Budget line	WP1	WP2	WP3	WP4	WP5	WP6	WP7	TOTAL PER BUDGET LINE	TOTAL PARTNER COSTS
A. Direct personal costs	0	0	0	0	0	0	0	0	0
B. Direct travel & subsistence costs	0	0	0	0	0	0	0	0	
B.1 Travel costs	0	0	0	0	0	0	0	0	
B.2 Subsistence costs	0	0	0	0	0	0	0	0	
E. Other direct costs	0	0	0	0	0	0	0	0	
E.1 Equipment	0	0	0	0	0	0	0	0	
E.2 Other goods and services	0	0	0	0	0	0	0	0	
TOTAL DIRECT COSTS	0	0	0	0	0	0	0	0	
F. Indirect costs	0	0	0	0	0	0	0	0	
TOTAL PER WP	0	0	0	0	0	0	0	0	

\* Please fill in only the white cells

Partner effort per WP	WP1	WP2	WP3	WP4	WP5	WP6	WP7	TOTAL PARTNER EFFORT
Number of person/month	0	0	0	0	0	0	0	0

\* One person month = 1 person working full time on the project for a month

Calculation of the number of person month (PM) per staff working on the project :

1. calculate the number of monthly hours in your organisation : total annual hours / 12
2. calculate the number of PM of the person : total number of hours in timesheets for the period / normal monthly hours in organisation

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- Activities progress monitoring

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# UNIVERSEH PROJECT

## Activities progress

Co-funded by the  
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of the European Union



WP
WP1
WP7
WP2
WP3
WP4
WP5
WP6

Lead
UNI.LU
UT
AGH
LTU
UDUS

Status
Due next month
Overdue
Submitted
(vide)

WP	Progress	Lead	Deliverables	Date	Status
WP1	15%	UT	D1.1	01/12/2020	Overdue
WP1		UT	D1.2	01/01/2021	Submitted
WP1		UT	D1.3	01/12/2020	Overdue
WP1		UT	D1.5	01/03/2021	Overdue
WP1		UT	D1.7	01/12/2020	Submitted
WP1		UT	D1.8	01/01/2021	Submitted
WP7	29%	UNI.LU	D7.1	01/02/2021	Overdue
WP7		UNI.LU	D7.2	01/02/2021	Submitted
WP7		UNI.LU	D7.4	01/02/2021	Submitted

Today 09/04/2021  
Next Month 09/05/2021

WP	Task	Task Name	Deliverable	Deliverable name	Progress	Month	Due date	Months left	Days left	Type	Coordinator	Submitted to EC	Validated by EC
						M0	01/11/2020	M	D				
						Today	09/04/2021						
		General Management & Coordination											
WP1	T1.0	Preamble	D1.1	Consortium agreement	<div><div></div></div>	0%	1	01/12/2020	1	#NOMBRE!	Document	UT	
				Draft CA	<div><div></div></div>	100%	1	01/12/2020				UT	
				Feedbacks on draft CA	<div><div></div></div>	25%	1	01/12/2020				UT	
				Signature CA	<div><div></div></div>	0%	1	01/12/2020				UT	
	T1.1	Establishment of governance and coordination bodies	D1.2	Terms of reference of each governance body	<div><div></div></div>	100%	2	01/01/2021	2	#NOMBRE!	Document	UT	29/01/2021
	T1.2	Financial and administrative	D1.3	Administrative Toolkit	<div><div></div></div>	75%	1	01/12/2020	1	#NOMBRE!	Document	UT	
				Draft Administrative Toolkit	<div><div></div></div>	75%	1	01/12/2020				UT	
				Final version circulated	<div><div></div></div>	0%	1	01/12/2020				UT	
			D1.4	Data management Plan	<div><div></div></div>	0%	6	01/05/2021	6	22	Document	UT	
				Draft DMP	<div><div></div></div>	0%	5	01/04/2021				UT	
				Feedbacks on draft DMP	<div><div></div></div>	0%	5	01/04/2021				UT	
				Final version circulated	<div><div></div></div>	0%	6	01/05/2021				UT	
			D1.20	Progress Report M18	<div><div></div></div>	0%	18	01/05/2022	18	22	Document	UT	
				Information collected from partners	<div><div></div></div>	0%	17	01/04/2022				UT	
				Draft Progress Report	<div><div></div></div>	0%	18	01/05/2022				UT	
				Feedbacks on draft Progress Report	<div><div></div></div>	0%	18	01/05/2022				UT	
				Final version circulated	<div><div></div></div>	0%	18	01/05/2022				UT	
			D1.9	Financial report M36	<div><div></div></div>	0%	36	01/11/2023	36	23	Report	UT	
				Information collected from partners	<div><div></div></div>	0%	36	01/11/2023				UT	
				Draft Financial Report	<div><div></div></div>	0%	36	01/11/2023				UT	
				Feedbacks on draft Financial Report	<div><div></div></div>	0%	36	01/11/2023				UT	
				Final version circulated	<div><div></div></div>	0%	36	01/11/2023				UT	
	T1.3	Quality monitoring and assurance	D1.5	Quality assurance process	<div><div></div></div>	0%	4	01/03/2021	4	#NOMBRE!	Document	UT	
				Draft QAP	<div><div></div></div>	0%	3	01/02/2021				UT	
				Feedbacks on draft QAP	<div><div></div></div>	0%	3	01/02/2021				UT	
				Final version approved in QAC	<div><div></div></div>	0%	4	01/03/2021				UT	
			D1.6	Quality assurance report M12	<div><div></div></div>	0%	12	01/11/2021	12	23	Document	UT	
				Draft QAR	<div><div></div></div>	0%	11	01/10/2021				UT	
				Feedbacks on draft QAR	<div><div></div></div>	0%	12	01/11/2021				UT	
				Final version approved in QAC	<div><div></div></div>	0%	12	01/11/2021				UT	
			D1.10	Quality assurance report M24	<div><div></div></div>	0%	24	01/11/2022	24	23	Document	UT	
				Draft QAR	<div><div></div></div>	0%	23	01/10/2022				UT	
				Feedbacks on draft QAR	<div><div></div></div>	0%	24	01/11/2022				UT	
				Final version approved in QAC	<div><div></div></div>	0%	24	01/11/2022				UT	
			D1.11	Quality assurance reports M36	<div><div></div></div>	0%	36	01/11/2023	36	23	Document	UT	
				Draft QAR	<div><div></div></div>	0%	35	01/10/2023				UT	
				Feedbacks on draft QAR	<div><div></div></div>	0%	36	01/11/2023				UT	
				Final version approved in QAC	<div><div></div></div>	0%	36	01/11/2023				UT	
	T1.4	Intra-consortium communication and coordination	D1.7	Minutes of the governance and coordination bodies meetings M1	<div><div></div></div>	100%	1	01/12/2020	1	#NOMBRE!	Document	UT	29/01/2021
			D1.12	Minutes of the governance and coordination bodies meetings M9	<div><div></div></div>	0%	9	01/08/2021	9	23	Document	UT	
			D1.13	Minutes of the governance and coordination bodies meetings M18	<div><div></div></div>	0%	18	01/05/2022	18	22	Document	UT	
			D1.14	Minutes of the governance and coordination bodies meetings M24	<div><div></div></div>	0%	24	01/11/2022	24	23	Document	UT	
			D1.15	Minutes of the governance and coordination bodies meetings M30	<div><div></div></div>	0%	30	01/05/2023	30	22	Document	UT	
			D1.16	Minutes of the governance and coordination bodies meetings M36	<div><div></div></div>	0%	36	01/11/2023	36	23	Document	UT	
	T1.5	Risk management	D1.8	Risk register M2	<div><div></div></div>	100%	2	01/01/2021	2	#NOMBRE!	Document	UT	29/01/2021
				Draft Risk Register	<div><div></div></div>	100%	2	01/01/2021				UT	
				Feedbacks on draft Risk Register in WP1 team meeting	<div><div></div></div>	100%	2	01/01/2021				UT	
				Final version approved in Steering Committee	<div><div></div></div>	100%	2	01/01/2021				UT	
			D1.17	Risk register M14	<div><div></div></div>	0%	14	01/01/2022	14	23	Document	UT	
				Draft Risk Register	<div><div></div></div>	0%	14	01/01/2022				UT	
				Feedbacks on draft Risk Register in WP1 team meeting	<div><div></div></div>	0%	14	01/01/2022				UT	
				Final version approved in Steering Committee	<div><div></div></div>	0%	14	01/01/2022				UT	
			D1.18	Risk register M26	<div><div></div></div>	0%	26	01/01/2023	26	23	Document	UT	
				Draft Risk Register	<div><div></div></div>	0%	26	01/01/2023				UT	
				Feedbacks on draft Risk Register in WP1 team meeting	<div><div></div></div>	0%	26	01/01/2023				UT	
				Final version approved in Steering Committee	<div><div></div></div>	0%	26	01/01/2023				UT	
			D1.19	Risk register M36	<div><div></div></div>	0%	36	01/11/2023	36	23	Document	UT	
				Draft Risk Register	<div><div></div></div>	0%	36	01/11/2023				UT	
				Feedbacks on draft Risk Register in WP1 team meeting	<div><div></div></div>	0%	36	01/11/2023				UT	
				Final version approved in Steering Committee	<div><div></div></div>	0%	36	01/11/2023				UT	
				Progress WP1	<div><div></div></div>	15%							





WP	Task	Task Name	Delivrabl	Deliverable name	%	Colonne	Colonne8	Colonne	Colonne1	Colonne11	Colonne12	Colonne13	Colonne14
WP	Task	Task Name	Delivrable	Deliverable name		Due Date		Time left		Type	Coordinator	Submitted to EC	Validated by EC
						M0	01/11/2020	M	D				
						Today	09/04/2021						
		Interdisciplinary & Cross-Sectorial Curricula									UT	Submitted to EC	Validated by EC
WP3	T3.0	Preamble									UT		
	T3.1	Mapping and sharing of partner competences	D3.1	Consortium course and competence overview related to space and humanities	<div><div></div></div>	0%	9	01/08/2021	3	23	Report	UT	
				Make the questionnaire	<div><div></div></div>	100%		01/02/2021				UT	
				Check the questionnaire	<div><div></div></div>	75%		01/02/2021				LTU	
				Distribute and collect the questionnaire							All		
				Analyse the questionnaire and make report				01/05/2021				UT	
				Check report				01/05/2021				All	
	T3.2	Today and tomorrow's needs for student	D3.2	Identification of future needs for student competences	<div><div></div></div>	0%	12	01/11/2021	6	23	Report	UT	
				Who is concerned. Only spatial or other sectors				01/02/2021				All	
				Make the questionnaire				01/03/2021				Uni.lu	
				Check the questionnaire				01/03/2021				UT	
				Distribute and collect the questionnaire				01/06/2021				All	
				Analyse the questionnaire and make report				01/09/2021				Uni.lu	
				Check report				02/09/2021					
	T3.3	Completing the catalogue of courses	D3.3	Design of 10 new courses	<div><div></div></div>	0%	24	01/11/2022	18	23	Report	UT	
				Define objective number and type of courses	<div><div></div></div>	100%		01/02/2021				UT	
				Dimension the courses for workload				01/03/2021				all	
				Discussion of interdisciplinary aspects									
				Reflexion on micro-credentials								LTU	
				Linking interdisciplinary courses between two universities									
				Choose courses				01/07/2021				All	
	T3.4	Toward a common Universeh Diploma	D3.4	Common diploma supplement	<div><div></div></div>	0%	18	01/05/2022	12	22	Document	UT	
				Preliminary discussions within each university									
				Create common diploma supplement (deliverable)									
				Circulate and get adopted diploma supplement									
				Followup discussions									
	T3.5	Short programmes and space awareness	D3.5	Implement 10 new courses	<div><div></div></div>	0%	36	01/11/2023	30	23	Report	UT	
				Make the courses									
				Give the courses									
				Make the courses shareable									
				Share the courses									
				Use the shared course									
				Feedback on shared courses									
				Analyse feedback on shared courses									
				Make final report								AGH	
				Check report								UT	
			D3.6	Example video course	<div><div></div></div>	0%	33	01/08/2023	27	23	Vidéo	UT	
				Video presentation of one course in English									
				Final report									
	T3.6	Semester Exchange	D3.7	Common semester design	<div><div></div></div>	0%	27	01/02/2023	21	23	Report	UT	
	T3.7	Joint Bachelor programs	D3.8	Overview of proposed common bachelor's programs	<div><div></div></div>	0%	36	01/11/2023	30	23	Report	UT	
	T3.8	Joint Master programs	D3.9	Overview of proposed joint master's programs	<div><div></div></div>	0%	36	01/11/2023	30	23	Report	UT	
	T3.9	Joint Doctoral Programs and Joint Doctorates	D3.10	Progress report for joint doctorates and joint doctoral programs.	<div><div></div></div>	0%	36	01/11/2023	30	23	Report	UT	
				Get in touch with doctoral schools and see what they want								All	
				Progress WP3	<div><div></div></div>	21%							

WP	Task	Task Name	Deliverable	Deliverable name	% Progress	Month	Due date	Months left	Days left	Type	Coordinator	Submitted to EC	Validated by EC
						MO Today	01/11/2020 09/04/2021	M	D				
		Innovative Pedagogical Models									LTU	Submitted to EC	Validated by EC
WP4	T4.1	Preamble											
	T4.2	Training program for teaching staff and educational developers/teaching advisors	D4.1	Staff competence development	✔	0%	36	01/11/2023	30	23	Report	LTU	
			D4.2	Staff course and learning artifacts	✔	0%	36	01/11/2023	30	23	Artifact	LTU	
	T4.3	Personal Learning Network	D4.3	Staff and student education concerning PLN and lifelong learning	✔	0%	18	01/05/2022	12	22	Report	LTU	
			D4.4	Online learning resource to enhance Professional personal learning network	✔	0%	24	01/11/2022	18	23	Information website	LTU	
	T4.4	From Student to Teacher	D4.5	Student 2.0: Students who teach and learn	✔	0%	30	01/05/2023	24	22	Report	LTU	
	T4.5	Hybrid learning and Virtual classroom	D4.6	Prerequisites for hybrid learning and virtual classroom	✔	0%	12	01/11/2021	6	23	Report	LTU	
			D4.7	Implementation of Hybrid and virtual classroom; experience and recommendation	✔	0%	24	01/11/2022	18	23	Report	LTU	
	T4.6	Accreditation process: Learn abroad and validate at home	D4.8	Study abroad assess at home	✔	0%	18	01/05/2022	12	22	Report	LTU	
	T4.7	Digital experiment-based learning	D4.9	Platform remote interactive experiments	✔	0%	24	01/11/2022	18	23	Artifact	UT	
			D4.10	Description of methodology	✔	0%	30	01/05/2023	24	22	Report	UT	
	T4.8	Microlearning platform	D4.11	A micro-learning platform with mainly 3 components	✔	0%	36	01/11/2023	30	23	Artifact	UT	
	T4.9	ADN Factory	D4.12	ADN production methodology; experience and recommendation	✔	0%	15	01/02/2022	9	23	Report	UT	
			D4.13	ADN products and support	✔	0%	36	01/11/2023	30	23	Artifact	UT	
			D4.14	Innovative pedagogy and upcoming technology	✔	0%	15	01/02/2022	9	23	Report	LTU	
				Progress WP4		0%							



WP	Task	Task Name	Deliverable	Deliverable name	% Progress	Month	Due date	Months eft	Days left	Type	Coordinator	Submitted to EC	Validated by EC	
						M0 Today	01/11/2020 09/04/2021	M	D					
WP5	T5.1	Entrepreneurship & Innovation Map existing courses and programs at the consortium level	D5.1	List of UNIVERSEH courses in Entrepreneurship and Innovation	✔	0%	12	01/11/2021	6	23	Document	UNI.LU	Submitted to EC	Validated by EC
		Develop new common course/entrepreneurship module adapted to the European space sector	D5.2	Development plan for UNIVERSEH curriculum in entrepreneurship and Innovation with a focus on Space field	✔	0%	20	01/07/2022	14	22	Report	UNI.LU		
			D5.3	UNIVERSEH curriculum content in entrepreneurship and Innovation	✔	0%	34	01/09/2023	28	23	Report	UNI.LU		
	T5.3	Stimulate entrepreneurial mindset and creativity for all members of the universities' communities	D5.4	Report on the geo data program	✔	0%	12	01/11/2021	6	23	Report	UT		
	T5.4	Call for project with stakeholders such as industry/NGOs (e.g. ActinSpace)	D5.5	Report on the 72 hours intensive entrepreneurship events	✔	0%	24	01/11/2022	18	23	Report	UNI.LU		
			D5.6	Report on the call for project	✔	0%	24	01/11/2022	18	23	Report	UNI.LU		
	T5.5	Raising awareness about intellectual property and financing opportunities								Report	UNI.LU			
	T5.6	Networking and mentoring program	D5.7	Report on networking and mentoring programs M12	✔	0%	12	01/11/2021	6	23	Report	UNI.LU		
			D5.10	Report on networking and mentoring programs M24	✔	0%	24	01/11/2022	18	23	Report	UNI.LU		
			D5.11	Report on networking and mentoring programs M36	✔	0%	36	01/11/2023	30	23	Report	UNI.LU		
	T5.7	Practical experience in research and innovation	D5.8	Monitoring report on the development of cooperation between the Alliance and external stakeholders M12	✔	0%	12	01/11/2021	6	23	Report	UNI.LU		
			D5.12	Monitoring report on the development of cooperation between the Alliance and external stakeholders M24	✔	0%	24	01/11/2022	18	23	Report	UNI.LU		
			D5.13	Monitoring report on the development of cooperation between the Alliance and external stakeholders M36	✔	0%	36	01/11/2023	30	23	Report	UNI.LU		
	T5.8	Support to student projects	D5.9	Report on events organised to support students' project M12	✔	0%	12	01/11/2021	6	23	Report	UNI.LU		
			D5.14	Report on events organised to support students' project M24	✔	0%	24	01/11/2022	18	23	Report	UNI.LU		
			D5.15	Report on events organised to support students' project M36	✔	0%	36	01/11/2023	30	23	Report	UNI.LU		
				Progress WP5		0%								

WP	Task	Task Name	Deliverable	Deliverable name	% Progress	Month	Due date	Months left	Days left	Type	Coordinator	Submitted to EC	Validated by EC	
						M0 Today	01/11/2020 09/04/2021	M	D					
Equity, Inclusion & Diversity												AGH	Submitted to EC	Validated by EC
WP6	T6.0	Preamble												
	T6.1	Support mobility for students with specific needs	D6.1	Report on staff seminars	✓	0%	8	01/07/2021	2	22	Report	AGH		
	T6.2	Integration of students from a disadvantaged socio-economic background												
			D6.2	Development plan for EuroCharter on Equity, Inclusion and Diversity: towards European standards.	✓	0%	8	01/07/2021	2	22	Report	AGH		
			D6.3	EuroCharter on Equity, Inclusion and Diversity: towards European standards.	✓	0%	24	01/11/2022	18	23	Charter	UT		
			D6.4	Minutes on mobility scholarships for students with specific needs	✓	0%	8	01/07/2021	2	22	Document	AGH		
			D6.5	Catalogue of online guidelines on services for students with specific needs	✓	0%	12	01/11/2021	6	23	Report	UT		
			D6.6	Report on partnerships with high schools	✓	0%	36	01/11/2023	30	23	Report	AGH		
			D6.7	Report on personalised support services for students with specific needs and from a disadvantaged background	✓	0%	24	01/11/2022	18	23	Report	UT		
	T6.3	Promotion of women participation in the space sector	D6.8	Testimonial videos of Women in the Space sector	✓	0%	12	01/11/2021	6	23	Vidéos	AGH		
	T6.1	Support mobility for students with specific needs	D6.9	Blog for students with specific needs sharing experiences on MOPLAT	✓	0%	12	01/11/2021	6	23	Blog	UNILU		
T6.4	Support for migrants and refugees		D6.10	Report on support services for migrants and refugees	✓	0%	12	01/11/2021	6	23	Report	UDUS		
			D6.11	Reports on A yearly joint conference on diversity and inclusion M12	✓	0%	12	01/11/2021	6	23	Report	UT		
			D6.12	Reports on A yearly joint conference on diversity and inclusion M24	✓	0%	24	01/11/2022	18	23	Report	UT		
			D6.13	Reports on A yearly joint conference on diversity and inclusion M36	✓	0%	36	01/11/2023	30	23	Report	UT		
					Progress WP6	0%								

WP	Task	Task Name	Delivrable	Delivrable name	% Progress	Month	Due date	Months left	Days left	Type	Coordinator	Submitted to EC	/alidated by EC
						MO	01/11/2020	M	D				
						Today	09/04/2021						
Sustainability & Dissemination												UNILU	
WP6	T7.0	Preamble											
	T7.1	Dissemination and communication plan and Visual identity	D7.1	Dissemination plan	<div><div></div></div> 0%	3	01/02/2021	#NOMBRE!	#NOMBRE!	Document	UNILU		
	T7.2	Outreach activities	D7.2	Visual identity	<div><div></div></div> 100%	3	01/02/2021	#NOMBRE!	#NOMBRE!	Document	UNILU	29/01/2021	
			D7.3	Website	<div><div></div></div> 0%	6	01/05/2021	0	22	Website	UNILU		
			D7.4	Social media accounts	<div><div></div></div> 100%	3	01/02/2021	#NOMBRE!	#NOMBRE!	Document	UNILU	29/01/2021	
	T7.3	Impact assessment	D7.5	Impact assessment	<div><div></div></div> 0%	15	01/02/2022	9	23	Document	UNILU		
	T7.4	Internal actions to sustain the long-term vision of UNIVERSEH											
	T7.5	Programme for administration and services to sustain UNIVERSEH	D7.6	Sustainability plan	<div><div></div></div> 0%	36	01/11/2023	30	23	Document	UNILU		
	T7.6	Programme with public and industrial partners to sustain UNIVERSEH											
	T7.7	Model of good practices to attract new partners in Europe and Beyond	D7.7	Report on Model of good practices	<div><div></div></div> 0%	36	01/11/2023	30	23	Report	UNILU		
Progress WP7					<div><div></div></div> 29%								