

TEMPUS PROJECT TIMESHEET

Project number :	544543-TEMPUS-1-2013-1-RS-TEMPUS-JPCR
Surname :	Knežević
First Name :	Dragana
Institution :	Business and Technical College of Vocational Studies, Užice
Position :	Teaching assistant
Duties¹ :	Technical
Period :	01/08/2014-31/08/2014

Date	Number of hours (1 day = 7,5 h)	Work Package	Description of tasks performed
01.08.2014			
02.08.2014 sat			
03.08.2014 sun			
04.08.2014			
05.08.2014			
06.08.2014			
07.08.2014			
08.08.2014			
09.08.2014 sat			
10.08.2014 sun			
11.08.2014			
12.08.2014			
13.08.2014			
14.08.2014			
15.08.2014			
16.08.2014 sat			
17.08.2014 sun			
18.08.2014	2.00	DISS 7.3	Project Conference - collecting and sorting the submitted scientific papers
19.08.2014	1.00	DISS 7.3	Project Conference - collecting and sorting the submitted scientific papers
20.08.2014	1.00	DISS 7.3	Project Conference - collecting and sorting the submitted scientific papers
21.08.2014	1.50	DISS 7.3	Project Conference - distribution of submitted papers to reviewers
22.08.2014	1.00	DISS 7.3	Project Conference - distribution of submitted papers to reviewers
23.08.2014 sat			
24.08.2014 sun			
25.08.2014			
26.08.2014			
27.08.2014			
28.08.2014			
29.08.2014	1.00	DISS 7.3	Project Conference - regular communication via e-mail and providing various information for authors (about important dates, notification of paper acceptance)
30.08.2014 sat			
31.08.2014 sun			
TOTAL	7.50		

Calculation working days :	1.0
-----------------------------------	------------

¹ Please refer to Annex 1 and 3 of the Guidelines for the Use of the Grant (Manager, etc). For staff performing both administrative and academic tasks (or managerial, academic, technical or administrative tasks), a separate convention must be signed for each type of activity. A corresponding time-sheet has to be attached to each staff convention.

Signature of the tasks performer :

Signature of the person responsible in the institution (where the tasks performer is employed) :
