

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
Position :	Teaching assistant
Duties ¹ :	Technical
Period :	01/07/2014-31/07/2014

Date	Number of hours (1 day = 7,5 h)	Work Package	Description of tasks performed
01.07.2014			
02.07.2014			
03.07.2014			
04.07.2014			
05.07.2014 sat			
06.07.2014 sun			
07.07.2014			
08.07.2014			
09.07.2014			
10.07.2014	1.50	DISS 7.3	Project Conference - collecting and sorting the submitted scientific papers
11.07.2014	1.00	DISS 7.3	Project Conference - regular communication via e-mail and providing various information for authors (about important dates, notification of paper receipt)
12.07.2014 sat			
13.07.2014 sun			
14.07.2014			
15.07.2014			
16.07.2014			
17.07.2014			
18.07.2014			
19.07.2014 sat			
20.07.2014 sun			
21.07.2014			
22.07.2014			
23.07.2014			
24.07.2014			
25.07.2014			
26.07.2014 sat			
27.07.2014 sun			
28.07.2014			
29.07.2014			
30.07.2014			
31.07.2014			
TOTAL	2.50		

Calculation working days :	0.3
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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) :
