

Project acronym:	BIOSINT
Project full title:	Strengthening capacities and digital competences in biomedical education through internationalization at home
Project:	101082863-BIOSINT-ERASMUS-EDU-2022-CBHE
Funding scheme:	ERASMUS+
Project start date:	January 16, 2023
Project duration:	36 months

## WP4 Internationalization of curriculum

T4.5. Strengthening of online teaching platform/ equipment – development international virtual classroom

D4.4. Equipment for digital online teaching platform

### Checklist

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**IF YOU HAVE ANY OF THESE 16 ELEMENTS BELOW PLEASE TICK THE BOX (JUST PRESS ON SQUARE AND X WILL BE SHOWN). THEN PLEASE PUT IN THE APPROPRIATE FOLDER THAT DOCUMENT YOU CHECKED THAT YOU HAVE, IN YOUR LANGUAGE SIGNED AND STAMPED BY RELEVANT AUTHORITIES.**

FOR EACH DOCUMENT YOU CHECKED PLEASE PROVIDE FREE TRANSLATION IN ENGLISH IN THE FOLDER FOR CERTAIN ELEMENT.

**IF YOU DO NOT HAVE ANY OF THESE 16 ELEMENTS BELOW PLEASE ELABORATE IN RECTANGLE BELOW EACH ELEMENT WHY YOU DO NOT HAVE THAT DOCUMENT.**

- ☐ 1. Request for realization of procurement/initiation of procedure.

Doc nr 1487/ date 30.04.2024

- ☐ 2. Appointment of the commission for public procurement.

1491 date 02.05.2024

- ☐ 3. Tender documentation. Publication of the tender.

1491/1 dt 02.05.2024

- ☐ 4. Minutes of the Commission on evaluation of bids.

1491/10 dt 07.06.2024

- ☐ 5. Decision on the selection of the most favorable bidder.

1491/10 dt 07.06.2024

- ☐ 6. Conclusion of the contract with the bidder.

1491/15 dt 19.06.2024

- ☐ 7. Bidder's Invoice/s.

Bill number 388; 54/ 2024 dt 09.07.2024

- ☐ 8. Bank statement of the bidder's paid Invoice/ Bank proof.

Proof of Payment Biosint

- ☐ 9. Equipment handover record

1491/18 dt 09.07.2024

- ☐ 10. Bookkeeping records of equipment showing all purchased equipment (fixed assets) with name, inventory number of the University, price from invoices or invoices

1491/18 dt 09.07.2024 (second page)

- ☐ 11. Pictures of the equipment with the registration number of the University and the sticker of the European Commission

Pictures are below to this form

- ☐ 12. Depreciation of equipment/ institutional lists

- ☐ 13. Equipment testing / REPORT signed by the project coordinator

The project coordinator Dr. Julian Kraja confirmed the equipment testing. In addition, the handover commission (1491/18 dt 09.07.2024) was also in charge to test all the equipment bought before inventorying them to UNISHK

- ☐ 14. Proof about recovered VAT if there exists

1491/19 paid by University

- ☐ 15. Mini event for stakeholders/ report and pictures

- ☐ 16. Report by each University about conducted procedure signed by the project coordinator of your University

All the equipment bought are inventoried and installed at the Departments of Clinical and Para-Clinical Subjects. They are in use not for the internationalized courses but also for the teaching purposes of the Departments.



