



UNIVERSITETI KATOLIK
ZOJA E KËSHILLIT TË MIRË



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DISSEMINATION AND QUALITY CONTROL MEETING

Barcelona, March 19 - 20, 2019



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ACTIVITIES, OUTPUTS/OUTCOMES AND INDICATORS OF PROGRESS IN THE FIRST 17 MONTHS OF THE PROJECT (OCTOBER 2017 – MARCH 2019)



WP1: Taxonomy of the Higher Education and Labour Market System for platform development

Activities performed	Outputs/Outcomes	Progress Indicators
<p>1.1 Data sistematization</p> <ul style="list-style-type: none">- Contribution to collection of info and analysis on Albanian university system; socio-economic environment, labour market structure, demography, migration, privacy law for the draft of the report by the coordinator;- Contribution for preparation of the university educational and geo decoding tables; <p>1.2 Educational supply mapping</p> <ul style="list-style-type: none">-Providing info on the educational supply map for UKZKM including the list of courses, description, faculties, type of degrees, language, length etc. - <p>> For the next phase of the platform development..</p>	<ul style="list-style-type: none">- Report on the Albanian higher education system and labour market, including privacy issues analysis;-Albanian geographical and educational decoding tables;-Map of the educational supply of the Albanian partner universities.	<ul style="list-style-type: none">- Report elaborated and delivered by the coordinator;- Decoding table compiled;- Map of the educational supply identified.



WP2: On line platform for graduates tracking and employability

Activities performed	Outputs/Outcomes	Progress Indicators
<p>2.1 Graduates platform tools set-up (dev. step 1)/2.3 Companies platform tools set-up (dev. step 2)/2.4 Platform tuning - AL</p> <ul style="list-style-type: none">- ICT development carried out by AL based on inputs given in WP1 and WP5;- UKZKM Contribution in translation of the platform text in Albanian;- Equipment for database population and data storage. <p>2.2 Database population</p> <ul style="list-style-type: none">- Internal test with small group of operators for the tune up of the platform for its opening to registration;- Dissemination activities for platform registration will start after the launch of the platform!	<p>AL</p> <ul style="list-style-type: none">- Demand/supply of labour web platform;- students and firms database inception;- web platform tuning.	<p>AL</p> <ul style="list-style-type: none">- Release of the 1st module of the web platform; release of 2nd module of web platform; web platform functionalities improved.



WP3: Knowledge transfer and competence provision: short intensive trainings

Activities performed	Outputs/Outcomes	Progress Indicators
<p>3.1 Research training on survey methodology 3.2 Secretariat staff training 3.3 IT staff training for platform use</p> <p>Staff involvement and attendance of:</p> <ul style="list-style-type: none">-Research training on survey methodology (Bologna May 2018 and AU Tirana July 2018);-Secretariat staff training on dissemination strategies (Bologna May 2018 and UP Tirana November 2018);-IT staff training for platform use (Bologna May 2018 and UP Tirana November 2018);. <p>All delivered from AL staff.</p> <ul style="list-style-type: none">- Interaction with trainers and project partners;-Training contents, updates and materials/ppt shared internally with all the rest of UKZKM project staff (google drive common space).	<ul style="list-style-type: none">- 1 pre-training and 1 research training on graduates' profile survey methodology;- 1 pre-training and 1 secretariat staff training on dissemination strategies;-1 pre-training and 1 IT staff training on web platform use;- UKZKM staff improved hard skills on IT, research and communication/dissemination strategies.	<ul style="list-style-type: none">- 6 Staff trained on graduates' profile survey; 6 staff trained on web platform use; 4 staff trained on dissemination strategies;- Other 10 staff could consult the training materials shared.



WP4: Creating sustainable university-enterprise cooperation through capacity building dynamics

Activities performed	Outputs/Outcomes	Progress Indicators
<p>4.1 Seminar on professional traineeship development</p> <ul style="list-style-type: none">- Attendance of the seminar on professional traineeship development (Tirana December 2018);- Presentation at the seminar of the state of art of traineeship development at UKZKM, linkages with companies, monitoring etc. and best practices from EU partners and companies shared with Albanian career offices. <p>4.2 Assess students and companies experience in training programs</p> <ul style="list-style-type: none">- Contribution for traineeship ad hoc assessing questionnaire for companies.	<ul style="list-style-type: none">- 1 career offices seminar on traineeship development;- Knowledge transfer from EU universities, sharing their best practices to the career office staff;- Companies assessing questionnaire.	<ul style="list-style-type: none">- 2 staff involved in the seminar;- 1 assessing questionnaire delivered.



WP5: Albanian Graduates Profile Survey

Activities performed	Outputs/Outcomes	Progress Indicators
<p>5.1 Online questionnaire definition</p> <ul style="list-style-type: none">- Contribution to the definition of indicators and modules (sections) of the online questionnaire on graduates' profile according to the national and institutional context (review and sharing with the AL, coordinator and consortium);- Translation review in Albanian language;	<ul style="list-style-type: none">- Questionnaire on graduates' profile in three languages (AL, EN, IT), uploaded on the platform.	<ul style="list-style-type: none">- Modules and indicators of the questionnaire defined and shared among partners (AL and coordinator).



WP7: Dissemination

Activities performed	Outputs/Outcomes	Progress Indicators
<p>7.1 Project website development</p> <ul style="list-style-type: none">- Carried out by the coordinator. UKZKM review of project logo proposals and (in progress) of the Italian version of the website contents;- Creation of a space for Gradua (description, objectives, duration, financing entity E+, hyperlink of project website, social media etc) on the UKZKM's webpage under projects section.	<ul style="list-style-type: none">- Project website (coordinator)	<ul style="list-style-type: none">- Number of contents uploaded on the website;- number of users registered;



WP7: Dissemination

Activities performed	Outputs/Outcomes	Progress Indicators
<p>7.2 Dissemination plan and materials</p> <ul style="list-style-type: none">- Contributing to the development of draft Dissemination and Exploitation Plan for the coordinator;- Creation of a poster for students/companies, displayed in the announcement boards, library, study halls, offices and website;- Printed leaflets/poster and distributed in events as two meetings with alumni (September and October 2018);- Created a shared space with all project team in Google drive for presentations, project materials, reporting templates etc;- Organisations of internal meetings with staff;- Some project events disseminated on the UKZKM website and on social media.	<p>-Dissemination plan and dissemination materials;</p>	<p>- 1 dissemination plan delivered from coordinator to the consortia;</p>



WP7: Dissemination

Activities performed	Outputs/Outcomes	Progress Indicators
<p>7.3 Dissemination events</p> <ul style="list-style-type: none">-Attendance of kick/off meeting in Bologna, on May 2018 and presenting UKZKM;-Attendance of three dissemination events (Tirana July 2018, November 2018, Barcelona March 2019);- Students and companies local seminars to be held right after the launch of the platform!!	<p>- 4 dissemination conferences;</p>	<p>- 21 attendees from UKZKM;</p>



WP8: Sustainability

Activities performed	Outputs/Outcomes	Progress Indicators
<p>8.1 Platform tutorials for stakeholders</p> <ul style="list-style-type: none">- Contribution to the translation of web platform user guides and video tutorials for the relevant target groups (university staff, firms and graduates) and mise online – in progress. <p>8.2 Long term sustainability analysis/8.3 System centralization in Albania</p> <p>Technical transfer of the platform from AL premises to MESY/RASH in a later phase, not defined yet.</p> <p>Negotiating together with the coordinator, consortia, MESY, RASH on web platform hosting and migration. Agreement not reached yet due to technical/administrative issues.</p>	<p>- User guides on platform use (targeted to staff, students and firms) / upcoming!</p>	<p>- 3 user guides / in progress.</p>



WP9: Management and quality control

Activities performed	Outputs/Outcomes	Progress Indicators
<p>9.1 Management framework definition and board meetings</p> <ul style="list-style-type: none">- Negotiation with the coordinator and signature of the partnership agreement.- Staff appointment - SC, TB, WG (according to the activities to be performed)-Attending 3 Management board meetings (SC) / Kick-off Bologna May 2018, Tirana July and November 2018.	<ul style="list-style-type: none">- Partnership agreement;- 3 Management board meetings (SC);	<ul style="list-style-type: none">- PA sent to EACEA - the coordinator;- 4 attendees at the SCs;



WP9: Management and quality control

Activities performed	Outputs/Outcomes	Progress Indicators
<p>9.2 Quality control</p> <ul style="list-style-type: none">- Part of TB / Local coordination and monitoring of performed activities by the working groups - inputs for the internal quality control questionnaire and for the mid term report in progress (feedback for the coordinator);- Contributing to the development of draft Management, evaluation and quality plan shared by the coordinator;- Attending two quality control meetings (Tirana July 2018, Barcelona - presentation March 2019);- Sharing on time with the coordinator inputs and supporting documents for the two monitoring reports and forthcoming audit.	<ul style="list-style-type: none">- 2 monitoring reports by the coordinator;- 2 Quality control meetings- 1 mid-term report (coordinator/in progress)	<ul style="list-style-type: none">- 2 monitoring reports by the coordinator- 7 attendees at the quality control meetings;- 1 mid-term report to be sent to EACEA



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INTERNAL QUALITY ASSURANCE OF PROJECTS AT UKZKM

- ❖ Planification of human resources involved in the project according to the activities to be performed and division of responsibilities;
- ❖ A scientific responsible/contact person and an administrative one – for each project.

Based on the nature/type of the projects there is a cooperation and involvement of responsible authorities and all relevant offices and services at the university as:

- ❖ Educational and research projects office/IR Office;
- ❖ Human resources Office;
- ❖ Finance Office;
- ❖ Legal office;
- ❖ Marketing and Public Relations Office;
- ❖ Press office;
- ❖ Procurement Office;
- ❖ IT office;
- ❖ Statistics Office;
- ❖ Career counseling office;
- ❖ Students/Academic secretariats, study program coordinators, departments, deans;
- ❖ Quality assurance and curricula office;



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INTERNAL QUALITY ASSURANCE OF PROJECTS AT UKZKM

Monitoring of projects and **support** from the Educational and research projects office during all the phases of the projects especially concerning:

- ❖ Running of tasks/activities on schedule, performance and reports;
- ❖ Administrative and financial management (in collaboration with the finance office);

❖ **Visibility and dissemination** of results as foreseen in the projects and also using institutional/internal events (in collaboration with the PR office).

❖ A dedicated space for projects on the UKZKM's website (fiche - project title, financing programme logos and link, duration, objectives, consortia, contact person/scientific responsible, weblink, social media links, posters, leaflets etc).

❖ Documents, presentations, reports, templates, manuals/ guides etc shared with all the project team (common space in drive) involved in order to ensure maximum update of **information and communication**.



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INTERNAL QUALITY ASSURANCE OF PROJECTS AT UKZKM

- ❖ Communication with the coordinator, consortia, stakeholders etc., is done mainly through emails, call conferences, phone calls, meetings.
- ❖ Projects activities are reported on an annual basis also in the **report** for the Rector, carried out by the Internal Quality Evaluation Unit.

The Unit verifies the progress of the University's management and its activities for the achievement of its objectives, providing collaboration and support to all the University bodies and government institutions involved in the accreditation process and any other process aimed at improving and promoting the quality of the university services.



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THANK YOU !

For more information
l.yzeiraj@unizkm.al