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EVALUATION AND QUALITY PLAN OF GRADUA PROJECT

JUNE 2018

GRADUA PROJECT

project No. 585961-EPP-1-2017-1-AL-EPPKA2-CBHE-SP (2017 -2926/001 -001)

“GRaduates Advancement and Development of University capacities in Albania”

EVALUATION AND QUALITY PLAN

Project eligibility period:

15/10/ 2017; 14/10/2020

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1. PURPOSE OF THE EVALUATION AND QUALITY PLAN

The Evaluation and Quality Management Plan ensure proper governance and project quality. It defines a project's quality policies, procedures, criteria for and areas of application, roles and responsibilities.

2. EVALUATION AND QUALITY MANAGEMENT PLAN OVERVIEW

A Quality Management Group (QMG) comprising one representative from each partner will be formed with the remit to oversee project evaluations and quality assessments.

The remit of the QMG is to oversee project evaluations and quality assessments, to work closely with the lead partner to ensure proper governance and project quality.

The QMG representative from each partner and each country will take responsibility for the quality of project activities and project reporting, and the quality of language translations of specific intellectual outputs, as well as contributing to quality promotion at an international level.

QMG will discuss during each meeting planned, with all partners on matters pertaining to project quality. The main actors for each partner, are represented by the local coordinator (contact person) due to their familiarity with the project and working plan.

All aspects of the project will be reviewed in relation to governance and quality in relation to the Project Management Plan and Financial Plan. Project outputs including those translated into different languages will be considered in terms of their relevance to stakeholders.

A Quality Management Group (QMG) comprising one representative from each partner of project will be formed with the remit to oversee project evaluations and quality assessments.

The QMG lead will liaise with the external assessor. The external assessor will conduct quality assessment throughout the lifetime of the project and will be encouraged to engage with the online Community of Practice as part of this process. The external will provide quality briefings to the lead partner and reports with recommendations for any quality enhancements.

The QMG representatives from each country will take responsibility for

- the quality of project activities and project reporting;



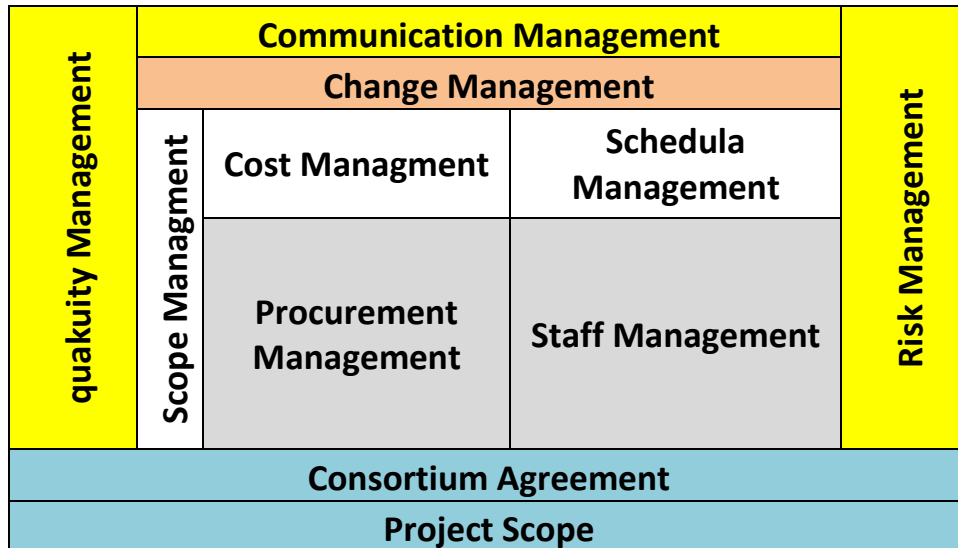
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- the quality of language translations of specific intellectual outputs;
- contributing to quality promotion at an international level.

All aspects of the project will be reviewed in relation to governance and quality in relation to the Project Management Plan and Financial Plan. Project outputs including those translated into different languages will be considered in terms of their relevance to stakeholders.

Overall, project management encompasses technical, financial and administrative co-ordination as well as the supervision of various activities within the project. To manage a project of the size and complexity of GRADUA, a professional and flexible management structure is vital. Transparent decision-making processes are required to both encourage project development and foster confidence amongst the project consortium. Conflict management should be focused on prevention and be apparent from project commencement. Clear and pragmatic decision-making and communication pathways and prompt reporting mechanisms are necessary.

GRADUA project management is founded on the Technical Annex of the project which is part of the contract with the European Commission. It draws from the Technical Annex the project scope and baselines. The Consortium Agreement is based on the contract with the European Commission and is another legal instrument establishing the fundamental rights and obligations in the relationships between partners. Quality and risk management are the external walls. They permeate all activities of the project and act as safeguards. Quality is assured and risks are assessed for both project products and project management practices. All activities end with the communication of decisions, changes and actions to consortium members and the European Commission. These are the activities which bound project management for GRADUA as it is shown in the figure below:

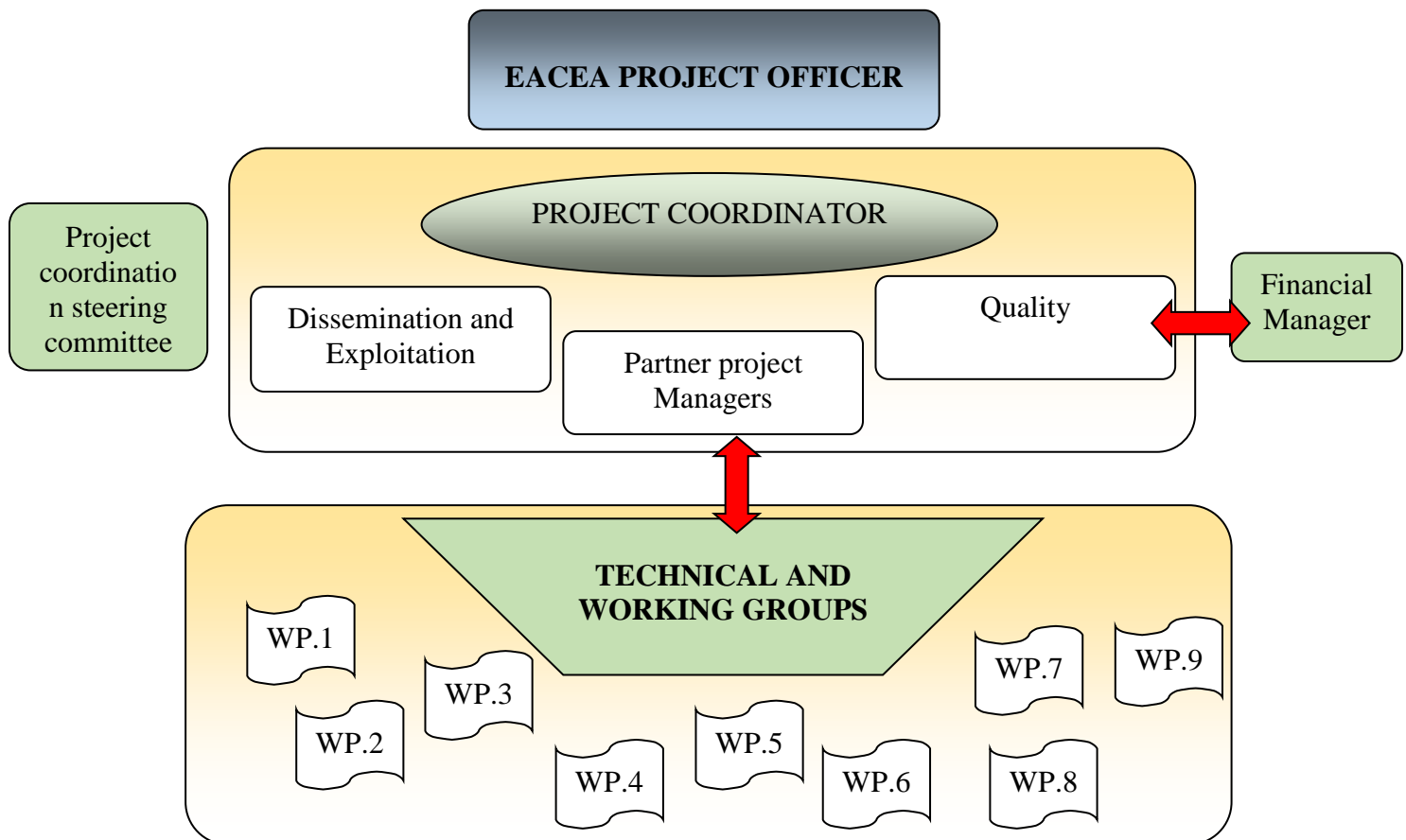


3. PROJECT MANAGEMENT STRUCTURE/APPROACH

The GRADUA project management takes into account all the partners' interests and expertise, including transparent activities, in order to ensure an effective project's time-plan and execution. The main objectives of the project management that have been defined are to:

- ensure the effective administrative, financial and technical management of the project,
- identify quantifiable and targeted measurement criteria of project progress and clear milestones,
- ensure that the project results are achieved within the proposed resources (time, cost, resources),
- to apply quality assurance measures to all project related procedures and products,
- to provide successful dissemination of project's results and apply efficient exploitation activities and finally
- strengthen the co-operation of all project partners and external participants.

The figure below illustrates the coherent and highly structured management scheme that has been designed for the effective management and co-ordination of the GRADUA project:



4. EVALUATION AND QUALITY MANAGEMENT PLAN MANAGEMENT

The purpose of the QMG is to oversee project evaluations and quality assessments. The process it will use to do this are through producing operational definitions, supporting peer review of activities and reporting, supporting the quality of language translations and communications feedback on project quality.

4.1 Define Project Quality

Project will be successful, if GRADUA project will lead to create following intellectual outputs at the end of realization.



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4.1.1. Project's Work Packages

WP.1. Taxonomy of the Higher Education and Labour Market System for platform development
1.1 Data sistematization
1.2 Educational supply mapping
WP.2. On line platform for graduates tracking and employability
2.1 Graduates platform tools set-up (development - step 1)
2.2 Database population
2.3 Companies platform tools set-up (development - step 2)
2.4 Platform tuning
WP.3. Knowledge transfer and competence provision: short intensive trainings
3.1 Research training on survey methodology
3.2 Secretariat staff training
3.3 IT staff training for platform use
3.4 IT sustainability training for platform migration and maintenance
3.5 Training on labour market analysis
WP.4. Creating sustainable university-enterprise cooperation through capacity building dynamics
4.1 Seminar on professional traineeship development
4.2 Assess students and companies experience in training programs
WP.5. Albanian Graduates Profile Survey
5.1 On line questionnaire definition
5.2 Data cleaning and analysis
5.3 Survey preparation
WP.6. Career Office enhancement and guidance tools development
6.1 Competence provision for Career office enhancement
6.2 Development of student employability skills
WP.7. Dissemination
7.1. Project website development
7.2. Dissemination plan and material
7.3. Dissemination events
WP.8. Sustainability
8.1 Platform tutorial for stakeholders
8.2 Long-term sustainability analysis
8.3 System centralization in Albania
WP.9 Management and quality control
9.1 Management framework definition and board meetings
9.2 Quality control

4.1.2. Specific objectives of GRADUA Project:

- To build Albanian universities' capacities by transferring EU best practices on graduates' monitoring and employability
- To enhance the empowerment of Albanian universities accordingly to the ongoing reform of Albanian HE system
- To strengthen universities-enterprises links
- To increase the collaboration among universities at local level
- To support an open market for high qualified human capital in Albania
- To improve the quality of the HE system in Albania accordingly to international standards

4.1.3. Indicators of Progress as by project proposal:

- Trainings delivered to Albanian universities' IT staff.
- 2 trainings delivered to Albanian universities' researchers.
- 1 training delivered to Albanian universities' secretariat staff.
- 1 seminar delivered to Albanian universities' career offices.
- 1 focus group delivered to Albanian students and companies.
- 1 workshop delivered to Albanian universities' career offices.
- 1 workshop delivered to Albanian students.
- Release of the demand/supply of labour web platform.
- Inclusion of 9 Albanian partner universities into the demand/supply of labour web platform.
- Migration of the web platform to the Albanian consortium.
- Use of statistical data for the monitoring of internal efficiency of Albanian partner universities.

4.2 Outputs and Outcomes:

Workpackage 1:

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

WP2) Demand/supply of labour web platform; students and firms database inception; web platform tuning

WP3) 1 research training on graduates' profile survey methodology; 1 secretariat staff training on dissemination strategies; 1 IT staff training on web platform use; 1 IT staff training on web platform

migration and maintenance; 1 research training on labour market analysis
1 research training on graduates' profile survey methodology and design of graduates' employment condition

WP4) Compendium of best practices on traineeship development;
Reccomendation Report on traineeship program
1 career offices seminar on traineeship development;
Seminar assessing questionnaire;
Report on seminar assessment;
1 studens and firms focus group on current traineeships;
focus group assessing questionnaires.

WP5) Questionnaire on graduates' profile; survey on graduates' profile; 1 survey report.

WP6) Analysis of current Albanian career offices capacity needs;
Reccomendation report on career office enhancement
1 workshop on career office enhancement;
Compendium of EU career offices best practices on placement;
1 workshop on students career guidance;
Compendium of EU career office best practices on students soft skill improvement.

WP7) project website; dissemination plan & dissemination materials; 7 dissemination conferences; 18 local dissemination seminar addressed to students and local firms (2 per each Albanian partner university).

WP8) User guides on platform use (targeted to staff, students and firms); sustainability plan issued from the long-term sustainability analysis; GRADUA system centralization in Albania.

WP9) 16 partnership agreements; 7 steering committee meetings; 3 monitoring reports; 2 quality control meetings; 1 mid-term and 1 final report.

Indicators of Progress:

WP1) TAXONOMY OF THE HIGHER EDUCATION AND LABOUR MARKET SYSTEM FOR PLATFORM DEVELOPMENT

Report delivered to partners; 9 decoding tables (1 per Albanian university) compiled; map of the educational supply identified

- **WP2) ONLINE PLATFORM FOR GRADUATES TRACKING AND EMPLOYABILITY**

release of the 1st module of the web platform at month 11; 20% of enrolled Albanian students registered at month 18; 35% of enrolled Albanian students registered at month 36; release of 2nd module of web platform month 17; at least 5 firms registered month 27; at least 10 firms registered month 36; web platform functionalities improved

- **WP3) KNOWLEDGE TRANSFER AND COMPETENCE PROVISION: SHORT INTENSIVE TRAININGS**

18 staff trained (2 per Albanian university) on *graduates' profile survey*; 18 staff trained on *web platform use*; 18 staff trained on *dissemination strategies*; 18 staff trained on *web platform migration/ maintenance*; 27 staff trained on *labour market analysis* (3 per Albanian university)

- **WP4) CREATING SUSTAINABLE UNIVERSITY ENTERPRISE COOPERATION THROUGH CAPACITY BUILDING DYNAMICS**

1 compendium and recommendation report delivered; 18 staff involved (2 per Albanian university) in the seminar; assessing questionnaire delivered to attendees; seminar assessment report delivered to partners; 80 students and 10 firms involved in the focus group; assessment questionnaire delivered to attendees

- **WP5) ALBANIAN GRADUATES PROFILE SURVEY**

- **WP6) CAREER OFFICE ENHANCEMENT AND GUIDANCE TOOLS DEVELOPMENT**

1 study on capacity needs conducted; 18 staff (2 per each Albanian university) involved in the workshop; 1 recommendation report delivered; 2 compendium of best practices delivered to partners; 1 recommendation report delivered; 80 students involved in the workshop

- **WP7) DISSEMINATION**

Number of contents uploaded on the website; number of users registered; 1 dissemination plan delivered to partners; Number of conferences attendees; Number of local seminar attendees

- **WP8) SUSTAINABILITY**

3 user guides delivered; 1 sustainability plan defined and delivered to partners; web platform hosted in Albania

- **WP9) PA sent to EACEA; n° of SC attendees; 3 monitoring reports shared by partners; n° of quality control meeting attendees; 1 mid-term and 1 final report sent to EACEA**

Steering committees:

- a. -1st steering committee during "small kick off" – April 2018
- b. -2nd steering committee during meeting in Tirana, July 2018
- c. -3rd steering committee during meeting in Tirana, November 2018
- d. -4th steering committee during meeting in Bologna, July 2019
- e. -5th steering committee during meeting in UMT Tirana, October 2019
- f. -6th steering committee during meeting in UET Tirana, March 2020
- g. -7th steering committee during meeting in MESY Tirana, September 2020 - final conference

Monitoring reports:

Attendees at Quality control planned meetings:

1st meeting before intermediate report (March 2019): n of attendees:

2nd meeting before the end of the implementation period: n of attendees:

Intermediate report: sent to EACEA (April 2019)

Final report sent to EACEA (end of the Project, October 2020):

Activities:

- WP1.1) Gathering of info & analysis on universities and labour market structure; study of Albanian privacy law; draft of the report; preparation of the universities decoding tables
- WP1.2) Systematization of information on the educational supply map
- WP2.1) ICT development for the build-up of the platform-1st release;
- WP2.2) Dissemination activities for platform registration
- WP2.3) Platform 2nd release
- WP2.4) Gathering of relevant info for platform refinement
- WP3.1/3.2/3.3/3.4/3.5) Definition of trainings contents; preparation of materials; plan & organization of logistics
- WP4.1) Gathering of info on best practices; definition of seminar contents, materials & logistics; definition of assessment questionnaire; draft of the assessment report
- WP4.2) Definition of contents, methodology, materials & logistics of the focus group; definition of FG assessment questionnaire
- WP5.1) Definition of questionnaire modules and indicators
- WP5.2) Matching of administrative data with questionnaire responses; dataset cleaning & analysis
- WP5.3) Draft of the survey report

- WP6.1) Gathering of info & analysis on career office needs; definition of the contents, materials & logistics of the career offices workshop; gathering of info on placement best practices; draft of the compendium
- WP6.2) Definition of the contents, materials & logistics of the students workshop; gathering of info on soft skills improvement; draft of the compendium
- WP7.1) Build-up of the project website
- WP7.2) Preparation of the dissemination plan & promotional materials
- WP7.3) Definition of the contents & logistics for conferences & local seminars
- WP8.1) Draft of user guides
- WP8.2) Draft of sustainability plan
- WP8.3) Negotiation with partners to reach an agreement on web platform hosting; platform migration
- WP9.1) Negotiation on partnership agreement contents; plan & organization of steering committee meetings
- WP9.2) Plan & organization of quality control meetings; gathering of information & draft of minutes

Quality of promotional materials

Communication and dissemination activities of the project will adhere to the Dissemination and Exploitation Plan (WP.7) of the project. All promotional materials will reflect the visual identity of the project and the Erasmus+ Programme.

The project coordinator (AUT) is responsible for coordination activities related to dissemination plan while PUT is leader of WP. The draft versions of materials will be sent to all partners for comments and suggestions, before printing, publishing and distribution. The materials will be disseminated by all project partners at events which are relevant to reach the project's target group (i.e. not only events organized by the project itself, but also general events with a focus on research, technological development and innovation).

Quality of websites and other electronic tools

The project envisages setting up the public web-site www.graduaproject.com and GRADUA platform as intranet tool for project management. Moreover, Facebook page – either in the form of the fan page or the group, will be established, in order to ensure project's visibility in the social media sphere. All representation tools will be continuously updated by the partners and are intended to effectively



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communicate the results of the project. For that purpose, partners will communicate to coordinator any news and/or event held at local level in order to deliver the news on organized or attended event along with necessary material for posting on the project website and Facebook page (agenda, list of attendees, photos, meeting minutes, etc.)

PUT will be responsible for setting up and maintaining the Gradua web-site with all information and materials received from project partners and PUT will perform analogous activities on the Facebook. Moreover, all partners are asked to promote Gradua project on their websites and other electronic tools (such as: Facebook, Twitter and LinkedIn profiles/groups, newsletters, etc.) by providing short description of the project, logo and link to Gradua website.

An important role will be played as well by the University of Art, with its specialists in design, communication tools, etc.

The Gradua platform can be accessed by all partners depending on their assigned tasks and roles. It will be the single point of reference for the project documentation and communication among partners. All tools will be implemented with high performance, good functionality and stability, emphasizing the maximum reach and awareness of the target audience.

**THE PROGRESS OF PROJECT ACTIVITIES IS UPDATED IN THE XLS ANNEX:
“Quality Plan annex_Gradua Progress”**