



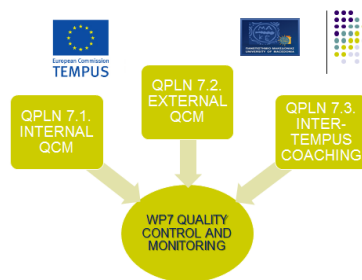
Leading partner UNIVERSITY OF MACEDONIA - UOM

QPLN7 Quality control and monitoring

**Support and Inclusion of students with
disabilities at higher education institutions
in Montenegro – SINC@HE**

I. Introduction

Quality Control and Monitoring (QCM) of project activities and results will be realized continuously throughout the whole duration of the project and evaluated at two levels (internal and external). As the project is located in Montenegro, where all beneficiary project partners are geographically located close to each other, the everyday communication and quality control and monitoring of project results will be easy to establish.

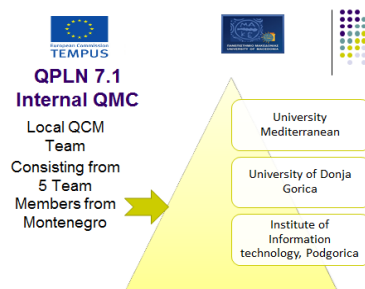


Monitoring will have three functions (a) preventative, (b) advisory, and (c) control:

- *Preventative monitoring* focuses on the review of the objectives, priorities, methodology, activities planned
- *Advisory monitoring* focuses on advice / suggestion to accompany the project implementation and solve issues
- *Control monitoring* focuses on assessment of the results / impact/ sustainability/ visibility

II. Structure of the QPLN7

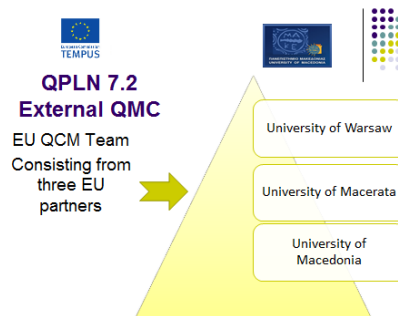
7.1 Internal QCM will be carried out by local QCM team consisting of members from each partner institution from Montenegro (5 team members). Internal QCM of the project activities and results will be performed by peer reviews among partner institutions. Local team will create intermediate reports twice a year and will submit it to the Project Management Board. Meetings will be carried out twice a year at the premises of local ME partners.



ACTIVITIES

- Intermediate report twice a year that means 6 reports (in serbia and english) during the life time of the project (DEV7.1)
- Realization of the project according to To Do list
- Suggestion: Development of special questionnaire

7.2 External quality monitoring and control of the main project results will be assessed by external experts from three EU partner universities. They will perform monitoring and quality control taking into account project work plan and internal reports by local QCM team from ME. They will report to PMB board about these assessments during annual board meetings through 3 annual reports about external assessment of the project results.



ACTIVITIES

- External reports by EU partners - 3 reports (in serbian and english) (DEV7.2)
- Realization of the project according to To Do list

7.3 In order to promote the project and to get external feed-back, an **Inter-Tempus project coaching** will be organized with members of the most suitable new or running Tempus projects dealing with aspects of disability, equity and the quality of the teaching process, where National Tempus Offices from ME will be also invited. Meeting will be organized during the second project year at one of the partner Universities.

III. METHODOLOGY

The SWOT methodology will be used mainly for the implementation of QPLN7. Each team (IQM & EQM) will develop a **To Do List** that will help the partners check tasks and activities for monitoring the project. For the evaluation of the implementation quality of the project questionnaires will be developed in order to reflect qualitative and quantitative indicators. I.e. during the training activities (WP5) those questionnaires (in Montenegrin language) will be given to trainees so that a feedback is given regarding the quality of the training.

IIIa. The *INTERNAL QUALITY CONTROL* will focus on Strengthens and Weaknesses regarding the development of the project taken into consideration the domains described in the table 1.

Table 1
Internal Quality Control

Domains	Description	Strengthens	Weaknesses
Overall achievements	Describe the activities carried out since the start of the project and describe to what extent, the results achieved are contributing to the project objectives.		
Coherence with the work plan and comments on deviations and modifications	Refer to main changes which have occurred compared with the original project proposal.		
Obstacles and shortcomings	Describe any obstacles and/or shortcomings experienced during the period covered by the report and the measures taken by the project team to address them.		

Development of programs and courses	Describe the teaching/training programme(s) that the beneficiaries are developing or of the introduction of the new programme(s) Please also indicate the activities you plan to carry out before the end of the project.		
Restructuring: university management and governance	Provide information on the institutional changes that the project is introducing in the Partner Country beneficiaries (institutions), the state-of-play of project activities and any changes which occurred compared with the original plans. Please also indicate the activities you plan to carry out before the end of the project.		
Staff (re-)training	Provide a description of the activities carried out in order to train the staff of the partner country participating institutions. Please also provide an outline of the selection criteria for the different groups of people who have participated in the implementation of these activities. Please describe any change in comparison with the original proposal and indicate the activities that you plan to carry out before the end of the project.		

<p style="text-align: center;">Equipment</p>	<p>Outline the equipment purchased, explain where the equipment has been installed, who will benefit from it and have access to it and plans for future maintenance. Please also describe the activities that you plan to carry out before the end of the project, in relation to the equipment purchased/installed. If unforeseen changes in your original plan occurred, indicate the type of changes and the measures taken to address them.</p>		
<p style="text-align: center;">Dissemination</p>	<p>Describe what has been done to disseminate the results of the activities carried out to date, both within the framework of the project and outside the project. In particular, you should refer to the definition of tasks and the dissemination channels used to make the project results available to larger beneficiary groups. Please indicate any change which occurred in comparison with the original plans for dissemination and the activities you plan to carry out before the end of the project, to disseminate the project results.</p>		

Sustainability	<p>Explain which of your planned activities and results must be maintained to make your project sustainable. Describe which measures have been taken so far to realistically ensure the continuity of those activities and results beyond the original life-cycle of the project (even when the project is no longer financed by Tempus). Please indicate any changes which occurred in comparison with the original plans and the activities you plan to carry out before the end of the project in order to ensure sustainability.</p>		
----------------	--	--	--

IIIb. The **EXTERNAL QUALITY CONTROL** will focus on Opportunities and Threats regarding the development of the project taken into consideration the domains described in the table 2.

Table 2
External Quality Control

Domains	Description	Opportunities	Threats
Overall achievements	Describe the activities carried out since the start of the project and describe to what extent, the results achieved are contributing to the project objectives.		

Coherence with the work plan and comments on deviations and modifications	Refer to main changes which have occurred compared with the original project proposal.		
Obstacles and shortcomings	Describe any obstacles and/or shortcomings experienced during the period covered by the report and the measures taken by the project team to address them.		
Development of programs and courses	Describe the teaching/training programme(s) that the beneficiaries are developing or of the introduction of the new programme(s) Please also indicate the activities you plan to carry out before the end of the project.		
Restructuring: university management and governance	Provide information on the institutional changes that the project is introducing in the Partner Country beneficiaries (institutions), the state-of-play of project activities and any changes which occurred compared with the original plans. Please also indicate the activities you plan to carry out before the end of the project.		

<p style="text-align: center;">Staff (re-)training</p>	<p>Provide a description of the activities carried out in order to train the staff of the partner country participating institutions. Please also provide an outline of the selection criteria for the different groups of people who have participated in the implementation of these activities. Please describe any change in comparison with the original proposal and indicate the activities that you plan to carry out before the end of the project.</p>		
<p style="text-align: center;">Equipment</p>	<p>Outline the equipment purchased, explain where the equipment has been installed, who will benefit from it and have access to it and plans for future maintenance. Please also describe the activities that you plan to carry out before the end of the project, in relation to the equipment purchased/installed. If unforeseen changes in your original plan occurred, indicate the type of changes and the measures taken to address them.</p>		

Dissemination	<p>Describe what has been done to disseminate the results of the activities carried out to date, both within the framework of the project and outside the project. In particular, you should refer to the definition of tasks and the dissemination channels used to make the project results available to larger beneficiary groups. Please indicate any change which occurred in comparison with the original plans for dissemination and the activities you plan to carry out before the end of the project, to disseminate the project results.</p>		
Sustainability	<p>Explain which of your planned activities and results must be maintained to make your project sustainable. Describe which measures have been taken so far to realistically ensure the continuity of those activities and results beyond the original life-cycle of the project (even when the project is no longer financed by Tempus). Please indicate any changes which occurred in comparison with the original plans and the activities you plan to carry out before the end of the project in order to ensure sustainability.</p>		

IV. Time plan

The proposed time plan can be changed according to the needs and issues that might arise along the implementation of the project

Table 3
Proposed time plan

Task	Activities	Responsible Partners	Timing
Briefing paper	Informing partners about the QPLN7 by providing a briefing paper	UOM	February 2012
Defining IQM team	Define 5 team members from ME partners	UNIM, UDG, IICT	February 2012
Defining EQM team	Define 6 team members from EU Universities	UNIMC, UW, UOM	February 2012
To Do List for IQM	Developing To Do list for IQM	UNIM, UDG, IICT	March 2012
To Do List for EQM	Developing To Do list for EQM	UNIMC, UW, UOM	March 2012
1 st Internal QM report			July 2012
2 nd Internal QM report			December 2012
1 st Internal QM report (translation in English)			August 2012
2 nd Internal QM report (translation in English)			December 2012
1 st External QM report			January 2013
Questionnaires	Development of questionnaires for evaluation of the implementation quality of the project	UNIMC, UW, UOM, UNIM, UDG, IICT	January 2013
Data collection for the Internal and External QM 2 nd project year	Data gathering through questionnaires	UNIM, UDG, IICT	May 2013
3 rd Internal QM report			May 2013
4 th Internal QM report			August 2013
3 rd Internal QM report (translation in English)			April 2013
4 th Internal QM report (translation in English)			August 2013
2 nd External QM report			September 2013

5 th Internal QM report			May 2014
6 th Internal QM report			August 2014
5 th Internal QM report (translation in English)			April 2014
6 th Internal QM report (translation in English)			August 2014
3 rd External QM report			September 2014

V. Scheduling Working Visits

The meaning of the working visits is (a) writing and reviewing reports, (b) discussing the content of the reports, (c) solving any kind of problems that might occur and (d) monitoring on field. Changes of places might be proposed according to the needs of the project and the suggestions of partners although it is not recommended.

Table 4
Working visits QPLN7

Working visits	Destination	Partner	Date	
DEV7.1	ME-UDG	UW		
DEV7.1	Greece-UOM	UDG	September/ October 2012	1st project year
		UNIM		
		IERK		
		AYDM		
		MIS		
		IICT		
DEV7.1	PL-UW	UOM		2nd project year
		UDG		
		UNIM		
		IERK		
		AYDM		
		MIS		
		IICT		
DEV7.1	ME-UDG	UOM		3rd project year
		UW		
DEV7.2	ME-UNIM	UOM		1st project year
		ARCOLA		
		UNIMC		2nd project year
		DSIS		
		UOM		3rd project year
		UNIMC		

		UW		
DEV7.3	Inter-Tempus coaching	UOM		2nd project year