Support and Inclusion of students with disabilities at Higher Education Institutions in Montenegro

QPLN 7 Internal Quality control and Monitoring

DEV7.1 Internal Quality Control and Monitoring

2nd Final Report

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Date 20th December 2013

TABLE OF CONTENTS

Tables

Tempus

1. Review of the QPLN7.2 1st External Quality Control

1.1 Final Remarks and Recommendations

It must be pointed out that the expert who conducted the External Quality Control confirmed that the project is developing according to guidelines, and agreement. There were some delays but they didn't affect essentially the project up to now. According to the external evaluator, main steps to organize trainings have been made, special equipment has been bought, trainings have been started, and dissemination is in progress.

In conclusion, the majority of the activities of the SINC@HE project have been realized according to project plan, are in line with its aims and objectives outlined in the original application, the deliverables are in due course and the small delays occurred had not negative impact on the project results.

Finally, the following recommendations are given aiming to the improvement of the deliverables:

- Provide a delivery date in the first page of each report.
- Indicate the type of the report: final, intermediate, preliminary, etc. or alternatively its version.
- Provide the names of the author(s) of each deliverable as well as the corresponding affiliation.
- Use a unique template for the manuscript of all reports.
- Include a section with References and other literature resources at the end of each report.
- For the website of the project follow the WCAG V2, to reach at least level AA of accessibility.
- Provide the document of each deliverable in a full accessible electronic format.

2. Brief description

2.1 Progress to date

Project outcomes have been validated and essential deliverables to be achieved during project life defined (WP1, WP2, WP3 and WP4). ME partners have studied best practices for the support and inclusion of SwD at the EU partner institutions (WP1, WP2, WP3, WP4).

Data of national and European/ international standards have been collected and presented in DEVs (DEV1.1, DEV1.2, DEV1.3, DEV2.1, DEV2.2, and DEV3.1). Those data have also been the base for the development of guidelines and manuals (DEV2.3 and DEV3.2). Special equipment has been purchased (DEV4.2) and installed in UNIM and UDG. Plans for the implementation of activities were given and decided (DEV3.3, DEV4.1 and DEV4.3)

Training of university staff has already started, training needs analysis (DEV5.1) and basic training (DEV5.2) and advanced training (DEV5.3) are completed.

Two reports concerning QPLN7 were delivered one for internal (QPLN7.1) and one for external quality control (QPLN7.2). A draft for internal quality control for 2nd project year is being discussed. A report concerning DEV7.3 Inter-Tempus coaching that took place in June 2013 in Kotor (DL@WeB) has been delivered.

1st Dissemination conference (DISS 8.4) was organized in December 2012 at the premises of UDG and all dissemination activities were planned and completed successfully (DISS8.1, 8.2, 8.3). Concerning Management two coordination meetings (MNGT10.2) have already taken place.

2.1.1 Progress concerning WP4- Leading partner UNIM

DEV 4.4 is developed and now implemented. Difficulties are encountered in finishing WP 4 because of lack of cooperation mainly from FMHN (they don't want to update information about ICT in their website) and to a lesser degree from UGD. UNIM is working on finishing following activities:

- defining and establish rules of use for ICT and equipment,
- defining and establishing guidelines of LMs, already completed for UNIM and UDG
- online courses adoption (up to now courses of Law and Economy),

Tempus

- adoption of electronic teaching learning materials (done for UNIM but lack of feedback from FMHN),
- implementation of defined web service will be done (6.2), revision and upgrading of developed web services according to guidelines will be done, UNIM asked partners from UE for examples of that documents
- the network of SAO should be established after decision made by each university   senate (senate from UDG has had problems to gather, maybe he will gather and make the decision in June),
- there were changed the number of providing special equipment and teaching (4.2), UNIM sent the changed list (in a report) to coordinator,
- UNIM and UDG website is completed (DEV 4.4) but not from FMHN During field monitoring from coordinator and external evaluator following issues were discussed and decided

- The coordinator and the external evaluator will have in person meeting with representative from FMHN in order to clarify the above mentioned issues and the involvement of FMHN in the project.
- It is necessary to have the number of prospective students with disabilities at the Universities in order to organize the piloting year.
- UNIM and UDG have decided by signing an internal agreement to give some of the equipment to AYDM so that they can support better the SwD during their studies.
- Senate resolution will give all details concerning the function and structure of SAO in AYDM.
- UNIM, UDG and AYDM will nominate one person from their institution who will be responsible for SAO. These individuals must participate actively during next working visits before piloting year so that in accordance with the support of EU partners they can have full support before but also along piloting year.
- The companies that have provided special equipment will train technicians from both Universities in order to be able to give any kind of support to SwD concerning the use of ICT. A brief description of this training will be provided also to all partners along with other documents i.e. training material.

Since the external evaluator is an expert on accessibility and support of students with disabilities he inspected the material and made some suggestions concerning the use, configurations, modifications and adaptations of this equipment. He discussed issues of the accessibility of the websites of both Universities and SAO as well as the information system of SAOs. Furthermore the issue of educational material content accessibility was also discussed.

Table 1: To DO List WP4

To Do List	WP4

Support and Inclusion of students with disabilities at higher education institutions in Montenegro

sinc@he

To be completed by:	UNIM
Deadline:	15/4/2013
DUE TO:	15/4/2013

WP4	Notes/ remarks/ changes	Quality Indicators
Planning-Briefing paper	Formation of Working Groups	
Task distribution		
DEV4.1 Development of ICT support services for student with disabilities	There was a change in the list equipment and an approval from EACEA was requested. After the approval UNIM and UDG proceeded with the purschase of equipment	Learning resources
DEV4.2 Providing special equipment and teaching aids for students with disabilities		Learning resources
DEV4.3 Establishment of the network of Student advisory offices at each partner		Other products
DEV4.4 Upgrade university websites for guidelines on studying with disability		Methodology
Working visit 4.1 UNIM AGENDA		
Working visit 4.1 UNIM MINUTES		
Working visit 4.1 UOM AGENDA	(1) Involvement of non consortium members: Accessibity Unit University of Athens. (2) It was decided that the two universities will distribute the services according to the disabilities they will have to support	Participants: One professor with mobility impairment
Working visit 4.1 UOM MINUTES		

Tempus

The report DEV5.1 concerning training needs analysis is completed. The basic training has finished and already an intermediate report concerning the training has been delivered. The advanced training has started and will finish in September.

The coordinator has made a suggestion concerning (a) a document that will provide information concerning the training material for each module (b) some improvements for DEV5.2. This will be discussed and approved among partners and especially during working visit in UNIMC on 28th June.

AYDM will organize meeting with students, pupils, teachers out of the office. AYDM thinks it will bring better results if they will go to people in Montenegro instead of organizing conference or meetings in their offices. The main problem is that lecturers don't want to participate in trainings organized by AYDM in the DEV 5.3. Only experienced and well-trained persons can use computers to help students. The aim is that at least 10 employees from each participating organization will take part in the trainings, but it is regarded very difficult.

Recommendation: use of Moodle 2.0 platform for e learning

The central e-course for teaching staff and it consists of 8 topics

1. Basic concepts of inclusive higher education,
2. Review of students with disabilities,
3. Review of students with specific learning difficulties / description, phenomenology, psychological properties;
4. Cognitive, emotional, behavioral expectations from SwD in teaching situations and university context,
5. Methodology of learning and teaching in the HEIs,
6. Specialized methods of learning and teaching in HEIs for SwD and teaching materials adaptation,
7. Current trends of HE teaching of SwD – i.e. peer tutoring,
8. Support in teaching situation, Support in university life, Counseling etc.

All of the topics are supported by the examples from the other HEIs. In every topic we develop:

- Guide for the topic,
- Disscussion forum,
- e-book of topic,
- basic text of the topic in pdf format,
- additional links to the referent web pages and the other interactive resources,

- one task for participants (for example, the task for the first topic is specialized discussion forum about experience of the participants with students with disabilities),
- self-evaluated instructional test.

In some topics we will use simpler e-technologies and e-tools since maybe some participants don't have experience with e-learning technologies.

There are possibilities to realize e-course in three periods:

1. Immediately after training,

2. for the other potential groups in September-October

3. in January-February 2014 (one topic - one week).

Thus we can have more trainees included. After trainings, e-courses have to be open continually. We will be able to derive the list of participants from the e-courses in Moodle LMS (as proof for the Agency). Everybody from the partner universities could to be an e-learner in our e-courses. The time to participate in e-course is flexible; the realization of some activities is flexible, too, etc.

E-courses have been developed in Serbian/Montenegrin, but, in every topic we have summary in English and some additional resources on English or the other languages (Italian, Greek, for example).

It was suggested to include in the e-course some examples and recommended resources from the other partners on the project and trainers.

Table 2: To DO List WP5

To Do List	WP5	
To be completed by:	AYDM	
Deadline:	15/10/2013	
DUE TO:	31/10/2013	
WP5	Notes/ remarks/ changes	Quality Indicators
Planning-Briefing paper		
Task distribution		

Tempus

	It was decided not to run	
DEV5.1 Analyzing training needs for each partner institution involved	another research for analyzing the training needs but has been delivered based on the outcomes of WP1, WP2 and WP3.	Report
DEV5.2 Teachers training on inclusive practices for students with disabilities	Change of title and content of Training DEV5.2	Training & report on Basic Training
DEV5.3 Training of administrative staff on support services for students with disabilities	Change of title and content of Training DEV5.3	Training & report on Advanced Training
Working visit 5.1 UDG AGENDA		
Working visit 5.1 UDG MINUTES		
Working visit 5.2 UW AGENDA		
Working visit 5.2 UW MINUTES		
Working visit 5.2 UNIMC AGENDA		
Working visit 5.2 UNIMC MINUTES		
Working visit 5.2 ARCOLA AGENDA		
Working visit 5.2 ARCOLA MINUTES	**Change of allocation**. It took place in DSIS	
Working visit 5.2 UNIM	The working visits were partially planned individually since each partner can send trainers to participate in training.	Reports on Training
Working visit 5.3 UNIM		
Working visit 5.3 UDG		

2.1.3 Progress concerning QPLN7-Leading Partner UOM

During June 2013 a monitoring an control visit took place. The coordinator Ms Kartasidou together with the external evaluator Prof Kouroupetroglou have visited both universities UDG and UNIM where each University provided all

and the use of general and special equipment.

More concretely they visited first UNIM where Ms Ivana Ognjanovic and Mr Ramo Sendelj presented the development of WP4 in total since UNIM is the leading partner. They referred to risks and assumptions and some solutions were discussed. The main aspect of the discussion was the accessibility concerning web sites both for UNIM website but also for SAO website. The content of the website of SAO was introduced and Prof Kouroupetroglou mentioned the need to have all documents in the website in an accessible form. The next step was to visit the rooms with the general and special equipment that was installed. Since the external evaluator is an expert on accessibility and support of students with disabilities he inspected the material and made some suggestions concerning the use, configurations, modifications and adaptations of this equipment. The technicians provided all needed information and they informed us that they are now in the process of getting trained from the company that has provided the assistive technology. A brief description of this training will be provided after the end of the training. In order to have a perspective of the time plan Ms Ognjanovic and Mr Sendelj proposed to have all activities of WP4 completed by 1st November so that FMHN will have the chance also to make those changes.

Afterwards following the agenda they had a common meeting with representatives from partner institutions. During this meeting Ramo Sendelj (UNIM), Ivana Ognjanovic (UNIM) Sandra Tinaj (UDG), Enes Banda (UDG), Velibor Boskovic (AYDM), Viktor Berishaj (MIS). During this meeting issues concerning the training, the development of SAO as well as the conference 2013 were discussed and there was an exchange of ideas how to develop those activities with a more sufficient way. Prof Kouroupetroglou gave examples of some good practices according to his experience of the accessibility unit in University of Athens. He discussed issues of the accessibility of the websites of Universities and SAO as well as the information system of SAOs. Furthermore the issue of educational material content accessibility was also discussed.

Also the issue of prospective students with disabilities was mentioned. AYDM needs to provide some data concerning the SwD at High Schools so that they can be included in some project activities i.e. conference 2013. With the support of AYDM and IERK it is necessary, also, to have the number of SwD at HEIs next year at both Universities. UDG has mentioned that they will have two SwD for next academic year. It was recommended that UDG, UNIM and AYDM must nominate the persons that will be involved actively in SAO. Ms Kartasidou discussed the issue of good communication and cooperation among all parties. The Senate Resolution as stated by partners will list all these issues especially concerning the function and organization of SAO. Also it was mentioned that UDG

and UNIM will loan AYDM some special equipment for the support of SwD and this procedure will be established by an internal contract

The next meeting took place at the premises of AYDM. Mr Boskovic and Ms Vujacic introduced some ideas concerning SAO, training and Dissemination. The issues that were mentioned during previous meeting in UNIM were summarized and discussed also with Ms Vujacic. The risks and assumptions of the training were a important issue during this meeting. There was an exchange of ideas concerning (a) the finalization of DEV5.2, (b) the issue of indicators and (c) the content of training material. Ms Kartasidou and Prof Kouroupetroglou made some suggestions and promised to send within the week written feedback. Focusing on dissemination activities Ms Kartasidou mentioned that it is important to reach out for prospective SwD in order to inform them about the possibility of studying and advertise the special equipment as well as all support services that they will have during their studies.

The last meeting was planned at the premises of UDG. Mr Banda and Ms Tinaj presented the risks and assumption for finalizing the activities of WP4. All issues concerning accessibility of website and Learning management system has already been implemented. Prof Kouroupetroglou only made some suggestions concerning accessibility. Also the technicians will be trained from the company that has provided the assistive technology. A brief description of this training will be provided after the end of the training. The next step was to visit the rooms with the general and special equipment that was installed. Since the external evaluator is an expert on accessibility and support of students with disabilities he inspected the material and made some suggestions concerning the use, configurations, modifications and adaptations of this equipment.

Summarizing issues concerning the establishment of SAO it was decided to (a) finalize and sign the Senate Resolution, (b) clarify issues concerning the function and structure of SAO and (c) agree to the use of special equipment from SAO.

Table 3: To DO List QPLN7

To Do List	QPLN7	
To be completed by:	UOM	
Deadline:	15/10/2014	
DUE TO:		
QPLN7	Notes/ remarks/ changes	Quality Indicators
Planning-Briefing paper		

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DEV7.1 1st Internal QM report	October 2012 took place the 1st Field Monitoring Visit. From PMB it was decided to have one Internal Quality Control	Report
DEV7.2 1st External QM report	From PMB it was decided to translate only the External quality control in ME language	Report
DEV7.1 2nd Internal QM report		Report
DEV7.2 2nd External QM report		Report
DEV7.1 3rd Internal QM report		Report
DEV7.2 3rd External QM report		Report
Working visit 7.1 UDG AGENDA		
Working visit 7.1 UDG MINUTES		
Working visit 7.1 UOM AGENDA	1) Workshop during Working Visit 2) It was decided to have one internal QM report instead of two and 3) to have an external evaluator for the External QCM report	Participants: One professor with mobility impairment
Working visit 7.1 UOM MINUTES		
Working visit 7.1 UW AGENDA		
Working visit 7.1 UW MINUTES		
Working visit 7.1 UDG AGENDA		
Working visit 7.1 UDG MINUTES		
Working visit 7.2 UNIM AGENDA	External Report 1st project year	
Working visit 7.2 UNIM MINUTES		
Working visit 7.2 UNIM AGENDA	External Report 2nd project year	Intermediate internal and external report after the field monitoring visit from coordinator and
Working visit 7.2 UNIM MINUTES		

Tempus

Working visit 7.2 UNIM AGENDA	External Report 3rd project year	
Working visit 7.2 UNIM MINUTES		

2.1.4 Progress concerning DISS8- Leading partner AYDM

The Dissemination Conference 2013 will take place in ME on 13th and 14th November. It is suggested to organize the participation of high school students and also to invite SwD but also graduate individuals with disabilities. In that case we will have the possibility to have individuals with disabilities to speak for themselves.

It was also discussed that it is necessary to visit high schools and inform students with disabilities about the possibilities of studying. Already UDG has made such a gesture and next year they are going to have two students with physical disability.

AYDM must come in touch with SwD that they can be referred as good example of studying or discuss good practices.

Table 4: To DO List DISS8

To Do List	DISS8	
To be completed by:	AYDM	
Deadline:	15/10/2014	
DUE TO:		
DISS8	Notes/ remarks/ changes	Quality Indicators
Planning-Briefing paper		
Task distribution		
DEV 8.1 Creation of the project website		Other products
DEV 8.2 Raising awareness and motivation among current and prospective students with disabilities	Organization of 6 public debates	Events: Conferences and Seminars

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DEV 8.3 Media promotion of new university capacities for education of disabled students	Appearances at national and local media	Other products
DEV 8.4 Dissemination conference with stakeholders		Events: Conferences and Seminars
1st Dissemination Conference	December 2012	
2nd Dissemination Conference	November 2013	
3rd Dissemination Conference	September 2014	
Working visit 8.4 UDG AGENDA	Conference 2012	
Working visit 8.4 UDG MINUTES		
Working visit 8.4 UNIM AGENDA	Conference 2013	
Working visit 8.4 UNIM MINUTES		
Working visit 8.4 UDG AGENDA	Conference 2014	
Working visit 8.4 UDG MINUTES		

2.1.5 Progress concerning EXP9- Leading partner UDG

For obtaining optimal use of the project results beyond the lifetime of the project, it is important to establish solid networking base with partner universities and other institutions and associations involved in education of disabled persons. Thus, the peer support was officially defined by signing the agreement (EXP9.1) among ME beneficiary partners, universities and also supporting associations AYDM and IERK. Also, the process of creating a draft version of the Agreement on university staff networking has been initiated and is expected to be completed by the end of May.

In order to create sustainable group of university academic and administrative staff for working with disability, a networking of university staff involved in teaching students with disability will be needed to provide long-term inter-university staff collaboration and exchange of experience and knowledge. Beneficiary partner universities will sign agreement on university staff networking and it will be done before the third project year begin (piloting).

A draft version of university staff's networking is ready. The separate agreements with the partners need elaboration.

Since the inter-university staff collaboration and exchange of experience and knowledge is foreseen with an article in the Agreement on future inter-university peers support (EXP9.1.) it might be redundant to create another, special agreement for that (Agreement on university staff networking, EXP9.2). After discussing that issue with the coordinator and the external evaluator it is mentioned to provide an outline of promotional activities with focus on good practice as recommended already in 9.1. During the 3rd Coordination meeting it was decided to change the content and the title of the EXP9.2 to "Agreement on networking for supporting cognitive, social and intrapersonal issues of SwD".

Table 5: To DO List EXP9

To Do List	**EXP9**	
To be completed by:	UDG	
Deadline:	15/10/2014	
DUE TO:		
EXP9	Notes/ remarks/ changes	Quality Indicators
Planning-Briefing paper		
Task distribution		
DEV 9.1 Agreement on future inter-university peers support		Other products
DEV 9.2 Signed agreement on university staff networking	Change of title: Agreement on networking for supporting cognitive, social and intrapersonal issues of SwD	Other products

Tempus

Support and Inclusion of students with disabilities at higher education institutions in Montenegro	sinc@he

DEV 9.3 Analysis and

recommendations for policy makers		Report

2.1.6 Progress concerning MNGT10- Leaning partner UOM

The Project Management Board has discussed and agreed on project network mechanism, and decision making policy as well as the development of activities i.e. the selection of trainees and trainers at each partner university and the establishment of national cooperation process among HEIs.

Table 6: To DO List MNGT10

To Do List	MNGT 10	
To be completed by:	UOM	
Deadline:	15/10/2014	
DUE TO:		
MNGT10	**Notes/ remarks/ changes**	**Quality Indicators**
Planning-Briefing paper		
Task distribution		
MNGT 10.1 Overall project management and administration	(A) In October 2012 took place the 1st Field Monitoring Visit. (B) In June 2013 the coordinator has visited and discussed financial and adminitrative issues with ME Partners	Methodology
MNGT 10.2 Project coordination meetings		Methodology
Intermediate Report	April 2013: including financial reports	Intermediate Report
Final Report	October 2014: including financial reports	Final report
Working visit 10.2 UOM AGENDA	1st Project coordination meeting JANUARY 2012	
Working visit 10.2 UOM		

Tempus

MINUTES		
Working visit 10.2 UDG AGENDA	2nd Project coordination meeting DECEMBER 2012 **CHANGE OF ALLOCATION:** it was planned to take place in UNIMC and it is decided to take place in UDG	
Working visit 10.2 UDG MINUTES		
Working visit 10.2 UNIMC AGENDA	3rd Project coordination meeting OCTOBER 2013 **CHANGE OF ALLOCATION:** it was planned to take place in UW and it is decided to take place in UDG	
Working visit 10.2 UNIMC MINUTES		

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Table 7. Indicators of Progress

Involvement of individuals with disabilities (Total Nr24)	
Working visit 1.1 (UOM)	1 Master Student & 1 Ph D student with visual impairment
Working visit 1.1 (UW)	1 student with physical disability
Working visit 1.2 (UNIM)	2 students with physical disability (AYDM)
Working visit 2.1 (UNIMC)	Mr. Daniele Regolo with hearing impairment, graduated at University of Macerata getting a degree in Political Science. He works in his own society "Jobdisabili.it" developed to promote the access to the work world for people with disabilities.
Working Visit 3.1 (DSIS)	Involvement of two (2) students with disability (health problems, physical disability) (b) one (1) Professor with Hearing impairment
Conference 2012	10 individuals with disabilities (SwD and non Students)
WP5 Training	7 Trainers with disabilities

Participants from Consortium members (Total Nr7)	Art of disability (3 categories of disability)
UW	Visual impairment
UW	Physical disability
FMHN	Mobility impairment
IERK	Hearing impairment
DSIS	Mobility impairment
DSIS	Visual impairment
DSIS	Hearing impairment

Non consortium partners involved (Total Nr 9)
AUTH Aristoteles University of Thessaloniki Social Policy Committee, Greece
AVIR Association of Visual Impairment Research, Greece
University of Athens, UOA Accessibility Unit, Greece
Institute of Education, University of London, London, UK
School of Oriental and African Studies, University of London, UK
Student Disability Services University College London, London, UK

Ministry of Education of Montenegro	
State University of Montenegro	
Mr. Daniele Regolo with hearing impairment, works in his own society "Jobdisabili.it" developed to promote the access to the work world for people with disabilities.	

OUTPUTS/ OUTCOMES (Total Nr 17)

9 REPORTS	
3 METHODOLOGY	
5 OTHER RPODUCT	

INTERNAL PROJECT DODUMENTS / TASKS (Total Nr 10)

7 Briefing papers	
3 Workshops	

TRAINING

Trainees	
Basic Training	92
Teaching staff	30
Non teaching staff	58
Students	4
Gender	
Male	24
Female	68

2.3 Changes in titles

Table 8: Change of Titles and/or Contents

DEV/ Activity Ref. N°	Activities (as indicated in the LFM)	New title
1	**Background analysis for inclusion of disabled students in HE**	**Background analysis for inclusion of students with disabilities in HE**
1,1	Review and analyze EU practices and policies for inclusion in HE	Analysis of EU practices and policies for inclusion in Higher Education
1,2	Analysis of national practices and policies for HE inclusion	Analysis and Report on national practices and policies for the inclusion of students with disabilities in Higher Education
1,3	Comparative analysis of National/EU policies for inclusion of disabled students	Comparative Analysis of EU and national practices and policies for inclusion in Higher Education
2	**Improvement of institutional frameworks for inclusion of disabled students**	**Improvement of institutional frameworks for inclusion of students with disabilities**

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2,2	Defining institutional structure to support inclusion of disabled students	Defining institutional structure to support inclusion of students with disabilities
2,3	Development of university regulatory documents for disabled student support	Development of university regulatory documents for the support of students with disabilities
4	**Establishing support services and capacity building for disabled university students**	**Establishing support services and capacity building for university students with disabilities**
5	**Training of university staff for working with disabled students**	**Training of university staff for working with students with disabilities**
5,2	Teachers training on inclusive practices for students with disabilities	Basic training on inclusive practices and support services for students with disabilities CHANGE OF TITLE
5,3	Training of administrative staff on support services for students with disabilities	Advanced raining o on inclusive practices and support services for students with disabilities CHANGE OF TITLE
8	**Dissemination and raising awareness**	
8,2	Raising awareness and motivation among current and prospective disabled students	Raising awareness and motivation among current and prospective students with disabilities
8,3	Media promotion of new university capacities for education of disabled students	Media promotion of new university capacities for education of students with disabilities
9	**Exploitation of results**	
9,1	Establishing of inter-university peer support	Agreement on future inter-university peers support TITLE according to Proposal accepted
9,2	Networking of university staff involved in teaching students with disability	Agreement on networking for supporting cognitive, social and intrapersonal issues of SwD CHANGE OF TITLE

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2.4 Workplan feedback

Table 9: Workplan feedback

WP Type	DEV / Activity Ref. N°	Activities (as indicated in the LFM)	Dura-tion (weeks)	Activity assigned to	Inputs used (resources: time, cost-effectiveness, staff, material)	Changes and reccomendations
DEV	3	Definition of support services for students with disabilities at HEIs		**University of Warsaw**		
	3,1	Analysis of needs and identification of support services in partners' institutions	6	UW, AYDM, DSIS, IERK, UOM, UDG, UNIM, IICT	Time: 77 p/d (UW-15, AYDY-10, DSIS-8, IERK-10, UOM-5, UDG-5, UNIM-9, IICT-15)	There was delay about 4 months according to workplan
	3,2	Design of services: ICT support, peers' support, guidance and counseling	12	UW	Time 15 p/d (UW-15)	UW decided to complete DEV 3.2. alone in order to save time. DEV 3.2. UW should complete with assistance of UDG and UNIM. Also, there was delay about 2 months.
	3,3	Planning for the implementation of services at institutional level	6	UW, UNIM, UDG, IERK, IICT	Time 55 p/d (UW-15, UDG-10, UNIM-10, IERK-5, IICT-15)	
DEV	4	Establishing support services and capacity building for disabled university students		**University of Mediterrenean**		

Tempus

	4,1	Development of ICT support services for student with disabilities	40	UNIM, UDG, UOM, UW, UNIMC, ARCOLA, DSIS, IERK, AYDM, IICT	Time: 117 p/d (UNIM-10, UDG-10, UOM-6, UW-20, UNIMC-3, ARCOLA-3, DSIS-10, IERK-15, AYDM-20, IICT-20)	At working visit at UOM, non consortium members Accessibity Unit University of Athens were involved.
	4,2	Providing special equipment and teaching aids for students with disabilities	15	UNIM, UDG, UW, UNIMC, ARCOLA, DSIS, IERK, AYDM, IICT	Time: 85 p/d (UNIM-5, UDG-5, UW-15, UNIMC-5, ARCOLA-5, DSIS-10, IERK-10, AYDM-10, IICT-20)	There was a change in the list equipment and an approval from EACEA was requested. After the approval UNIM and UDG proceeded with the purchase of equipment
	4,3	Establishment of the network of Student advisory offices at each partner	15	UNIM, UDG, UW, UNIMC, DSIS, IERK, AYDM, IICT	Time: 70 p/d (UNIM-5, UDG-5, UW-10, UNIMC-5, DSIS-5, IERK-10, AYDM-10, IICT-20)	It was decided to establish one SAO at the premises of AYDM. Through Senate Resolution the legislative issues are clarified.
	4,4	Upgrade university websites for guidelines on studying with disability	15	UNIM, UDG, UW, DSIS, IERK, AYDM, IICT	Time: 67 p/d (UNIM-10, UDG-5, UW-12, DSIS-10, IERK-10, AYDM-10, IICT-10)	
DEV	5	Training of university staff for working with disabled students	**Association of Youth with Disabilities in Montenegro**			
	5,1	Analyzing training needs for each partner institution involved	8	UOM, UNIMC, UDG, UNIM, AYDM, IICT	Time: 50 p/d (UOM-5, UNIMC-10, UDG-5, UNIM-10, AYDM-10, IICT-10)	It was decided not to run another research for analyzing the training needs but has been delivered based on the outcomes of WP1, WP2 and WP3.

Tempus

	5,2	Teachers training on inclusive practices for students with disabilities	12	UW, UNIMC, UDG, UNIM, DSIS, IICT	Time: 40 p/d (UW-12, UNIMC-5, UDG-5, UNIM-5, DSIS-8, IICT-5)	(a) Change of place: It was planed to take place at Arcola, but working visit was held in DSIS. (b) Change of title and content of Training DEV5.2 (Basic training on inclusive practices and support services for students with disabilities)
	5,3	Training of administrative staff on support services for students with disabilities	12	UW, UNIMC, UDG, UNIM, DSIS, IICT	Time: 40 p/d (UW-12, UNIMC-5, UDG-5, UNIM-5, DSIS-8, IICT-5)	Change of title and content of Training DEV5.3 (Advanced training on inclusive practices and support services for students with disabilities)
QPLN	7	Quality control and monitoring	**University of Macedonia**			
	7,1	Internal quality monitoring and control	72	UNIM/UDG/IICT	Time: 276 p/d Three Internal QCM in ENG	It was decided during the 2nd coordination meeting to deliver one internal QCM for each project year. The translation will take place only in the basis of external QCM.
	7,2	External quality monitoring and control	12	UOM, UNIMC, UW External Evaluator	Time: 276 p/d Three External QCM in ENG and ME	A subcontract was requested from EACEA and approval was given. The external QCM was translated in ME from ME partners. The external evaluator has visited ME partners and made some suggestions concerning SAO and special equipment.

Tempus

	7,3	Inter-Tempus coaching	2	UOM	Time: 4 p/d (UOM-4) One report	It took place in June with DL@WeB in Kotor-ME
DISS	8	Dissemination and raising awareness		**Association of Youth with Disabilities in Montenegro**		
	8,1	Creation of the project website	18	AYDM, IERK, UOM, UNIM, UDG, IICT	Time: 30 p/d (AYDM-5, IERK-5, UOM-5, UNIM-5, UDG-5, IICT-5)	For the development and maintaince of the website AYDM, UOM and UNIM were actively involved
	8,2	Raising awareness and motivation among current and prospective disabled students	18	AYDM, IERK, UOM, UNIM, UDG, IICT	Time: 40 p/d (AYDM-10, IERK-10, UOM-5, UNIM-5, UDG-5, IICT-5)	
	8,3	Media promotion of new university capacities for education of disabled students	6	AYDM, IERK, UOM, UNIM, UDG	Time: 25 p/d (AYDM-5, IERK-5, UOM-5, UNIM-5, UDG-5)	In DISS 8.3 partners MIS, IICT and FMHN were included.
	8,4	Dissemination conference with steakholders	3	UOM, UNIM, UDG	Time: 9 p/d (UOM-5, UNIM-2, UDG-2)	
EXP	9	Exploitation of results		**University of Donja Gorica**		
	9,1	Establishing of inter-university peer support	36	UDG, UNIM, AYDM, IERK	Time: 25 p/d (UDG-10, UNIM-5, AYDM-5, IERK-5)	(a) Final Title: Agreement on future inter-university peers support (b) In EXP9.1 partner FMHN was included.
	9,2	Networking of university staff involved in teaching students with disability	24	UDG, UNIM, AYDM, IERK	Time: 25 p/d (UDG-10, UNIM-5, AYDM-5, IERK-5)	Change of title: Agreement on networking for supporting cognitive, social and intrapersonal issues of SwD

Tempus

	9,3	Analysis of piloting results and definition of recommendation for policy makers	24	UDG, UNIM, AYDM, IERK	Time: 25 p/d (UDG-10, UNIM-5, AYDM-5, IERK-5)	
MNGT	10	Management of the Project		**University of Macedonia**		
	10,1	Overall project management and administration	72	UOM, UW, UNIMC, ARCOLA, DSIS, UDG, UNIM, IERK, AYDM, IICT	Time: 276 p/d (UOM-118, UW-13, UNIMC-12, ARCOLA-13, DSIS-10, UDG-35, UNIM-35, IERK-20, AYDM-15, IICT-5)	
	10,2	Project coordination meetings	6	UOM, UW, UNIMC, ARCOLA, DSIS, UDG, UNIM, IERK, AYDM	Time: 18 p/d (UOM-2, UW-2, UNIMC-2, ARCOLA-2, DSIS-2, UDG-2, UNIM-2, IERK-2, AYDM-2)	Third project coordination meeting in September 2013 is changed the place: It was planned to take place in UW and it is decided to take place in UNIMC.

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3. Future developments

In the second half of the project the achievement of the outcomes will be completed with regard to the following deliverables:

WP6 Piloting and evaluation at partner universities

6.1 Monitoring of university regulatory documents implementation

6.2 Piloting and evaluation of defined support services in partner universities

6.3 Piloting of peers' support workshops

6.4 Monitoring and evaluation of training effects at partner universities

QPLN7 Quality control and monitoring

7.1 Internal quality monitoring and control (Two reports for each project year)

7.2 External quality monitoring and control (Two reports for each project year)

DISS8 Dissemination and raising awareness

8.1 Creation of the project website (maintenance)

8.2 Raising awareness and motivation among current and prospective students with disabilities

8.3 Media promotion of new university capacities for education of students with disabilities

8.4 Dissemination conference with stakeholders (Two more conferences are planned)

EXP9 Exploitation and sustainability

9.2 Networking of university staff involved in teaching students with disability

9.3 Analysis of piloting results and definition of recommendation for policy makers

MNGT10 Management of the Project

10.1 Overall project management and administration

10.2 Project coordination meetings (One more coordination meeting is planned)

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4. Working Visits - Staff Mobility

4.1 Working visits

In Table below a summarized view of all working visits for the 2nd project Year is given

Table 10: Working Visits for the 2nd project year

	completed
	planned
	change of place

						DATES	CONTENT
DEV	4,1	PL	UW	ME	UNIM		CONTENT: The content of this working visit must be to provide any kind of suggestions for the use ICT services as also for the function of Student Advisory Offices
DEV	4,1	IT	UNIMC	ME	UNIM	14th-15th May	
DEV	4,1	UK	ARCOLA	ME	UNIM		
DEV	4,1	SI	DSIS	ME	UNIM		
DEV	5,1	EL	UOM	ME	UDG		
DEV	5,1	PL	UW	ME	UDG		CONTENT: DEVELOPMENT OF TRAINING MATERIAL, DISCUSSION ABOUT ASSUMPTIONS AND RISKS, INTERNAL QUALITY CONTROL
DEV	5,1	IT	UNIMC	ME	UDG	14th-15th May	
DEV	5,1	UK	ARCOLA	ME	UDG		
DEV	5,1	SI	DSIS	ME	UDG		
DEV	5,2	ME	UDG	UK	ARCOLA		CHANGE OF ALLOCATION: DSIS CONTENT: DEVELOPMENT OF TRAINING MATERIAL, DISCUSSION ABOUT ASSUMPTIONS AND RISKS, INTERNAL QUALITY CONTROL
DEV	5,2	ME	UNIM	UK	ARCOLA	23rd April 2013	
DEV	5,2	ME	IERK	UK	ARCOLA		
DEV	5,2	ME	FMHN	UK	ARCOLA		

Tempus

27

DEV	5,2	ME	UDG	PL	UW		
DEV	5,2	ME	UNIM	PL	UW	**23rd-24th May 2013**	CONTENT: DEVELOPMENT OF TRAINING MATERIAL, DISCUSSION ABOUT ASSUMPTIONS AND RISKS, INTERNAL QUALITY CONTROL
DEV	5,2	ME	IERK	PL	UW		
DEV	5,2	ME	FMHN	PL	UW		
DEV	5,2	ME	UDG	IT	UNIMC	**28th June 2013**	CONTENT: DEVELOPMENT OF TRAINING MATERIAL, DISCUSSION ABOUT ASSUMPTIONS AND RISKS, INTERNAL QUALITY CONTROL
DEV	5,2	ME	UNIM	IT	UNIMC		
DEV	5,2	ME	IERK	IT	UNIMC		
DEV	5,2	ME	IICT	IT	UNIMC		
DEV	5,2	EL	UOM	ME	UNIM	**10th-15th June 2013 or 20th-23rd June**	Plan the working visits individually since each partner can send trainers to participate in training
DEV	5,2	PL	UW	ME	UNIM		
DEV	5,2	IT	UNIMC	ME	UNIM		
DEV	5,2	UK	ARCOLA	ME	UNIM		
DEV	5,2	SI	DSIS	ME	UNIM		
DEV	5,3	PL	UW	ME	UNIM		
DEV	5,3	IT	UNIMC	ME	UNIM		
DEV	5,3	UK	ARCOLA	ME	UDG	**11th-15th June 2013**	
DEV	5,3	EL	UOM	ME	UDG		
DEV	7,1	EL	UOM	PL	UW	**23rd-24th May 2013**	The content of this visits is to develop Internal QCM and provide any kind of information for External Quality Control. The 7.2 I propose to take place the same period as the conference since during conference is possible to evaluate external factors that might influence the sustainability of the project.
DEV	7,1	ME	UDG	PL	UW		
DEV	7,1	ME	UNIM	PL	UW		
DEV	7,1	ME	IERK	PL	UW		
DEV	7,1	ME	AYDM	PL	UW		
DEV	7,1	ME	MIS	PL	UW		
DEV	7,1	ME	IICT	PL	UW		
DEV	7,2	IT	UNIMC	ME	UNIM	**13th-14th NOVEMBER 2013**	
DEV	7,2	SI	DSIS	ME	UNIM		
DEV	7,3	EL	UOM			**11th-15th**	

28

Tempus

						June 2013	
DEV	8,4	EL	UOM	ME	UNIM	DISSEMINATION CONFERENCE 2013 **12th-13th NOVEMBER 2013**	The participation of prospective students with disabilities is essential.
DEV	8,4	PL	UW	ME	UNIM		
DEV	8,4	IT	UNIMC	ME	UNIM		
DEV	8,4	UK	ARCOLA	ME	UNIM		
DEV	8,4	SI	DSIS	ME	UNIM		
MNGT	10,2	EL	UOM	PL	UW	3rd Coordination meeting **16th-17th SEPTEMBER 2013**	CHANGE OF ALLOCATION:UNIMC
MNGT	10,2	IT	UNIMC	PL	UW		
MNGT	10,2	UK	ARCOLA	PL	UW		
MNGT	10,2	SI	DSIS	PL	UW		
MNGT	10,2	ME	UDG	PL	UW		
MNGT	10,2	ME	UNIM	PL	UW		
MNGT	10,2	ME	IERK	PL	UW		
MNGT	10,2	ME	AYDM	PL	UW		
MNGT	10,2	ME	MIS	PL	UW		
MNGT	10,2	ME	IICT	PL	UW		
MNGT	10,2	ME	FMHN	PL	UW		

4.2 Staff Mobility

In total in accordance to the table 11 **51 individuals** from Consortium Members participated in planned working visits for the development of the project.

29

Table 11: Staff mobility data

	DSIS DEV 5.2 23 APRIL	UNIM DEV 4.1 14-15 MAY	UDG DEV 5.1 14-15 MAY	UW DEV 5.2 & 7.1 23-24 May	UDG DEV 5.3 & 7.2 11-15 June	UNIMC DEV 5.2. 28 June	UNIMC DEV 10.2 17-18 September
UOM				1	4		2
UW		2	2		2		1
UNIMC					2		
Arcola		1					
DSIS		2	2		2		1
UDG						2	2
UNIM				2		2	1
IERK	2			2	4	2	1
AYDM				1			1
MIS	1			2			
IICT						2	
FMHN							

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