

QAinAL



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Project name: **“Strategic Support on Strengthening the Quality Assurance Structures at the Private Higher Education Institutions in Albania”**

Project no. **561510-EPP-1-2015-1-AT-EPPKA2-CBHE-JP**

Project acronym: **QAinAL**

IMPORTANT NOTE: SKYPE MEETINGS AND JOINT MEETINGS ARE FURTHER DESCRIBED IN EVENTS

Activity no	Activity name as per project proposal	Responsible & description	Status / deadline	Deliverable date planned with project proposal	Comment
3.1	Identification of the needed equipment	Completed May – September 2016		15/11/2016	
3.2	Preparation of the tender procedure	- Setting the next meeting date via email		15/12/2016	
3.3	Launch of the tender	-		15/01/2017	
3.4	Equipment purchase and contracting	-		15/02/2017	

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2.3	Study visit and workshop	Study visit in Salzburg took place on September 28 – 30, 2016. All project partners, except Ministry of Education and Sport of Albania.	15/04/2017		
2.4	Job Descriptions for the QA officers	<ul style="list-style-type: none"> - Each PHEI developing a draft job description - Inputs by all project partners (in order to be based on EU models) - Finalization & approval by the PHEIs 	15/10/2016		
2.5	Round-table discussion	<p>Description: The aim of the roundtable to discuss with all PHEI and the external stakeholders the current situation related to internal and external quality assurance, challenges and perspectives in higher education of Albania. The event will serve as an opportunity to promote the project and its benefit for the higher education in Albania.</p> <ul style="list-style-type: none"> - Setting the dates March or April Not on April 16 '17 its eastern . - Speakers - Agenda - Venue? 	15/06/2017		

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2.6	Ongoing support to the QA office	<p>Description: It will consist on the provision of on-going support and consultancy of the EU partner universities and WUS Kosova to the QA Office and structure. Support will consist on provision of consultancy for different everyday work and activities; further development of documents to improve the legal basis; Pilot of documents.</p> <ul style="list-style-type: none"> - Each institution identifies the needs and works on the document - Ongoing support to be provided, but it is expected that also the PHEIs seek more actively support. - 	15/10/2018		
2.7	Targeted trainings for the QA officers	<p>Description: There will be 2 hands-on trainings for the QA officers at the EU partner countries. Since the study visit will have give the PHEI in Albania a broader prospect on the functioning of an EU University, the hands-on trainings will be an opportunity for the QA offices ta gain a practical knowledge.</p>		November – December 2016	

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		<ul style="list-style-type: none"> - <u>The first hands-on training at the University of Salzburg</u> (to set the dates, Agenda and other details) Peter suggests us the dates – First half of December - 			
4.1	Training for management staff and teachers	<p>Organizations of specific training for the university management and academic staff to more clearly understand the role and importance of QA. The content of the training will be developed in accordance with the needs identified through the initial survey, based on the feedback which will be provided during the evaluation of the trainings, as well recommendations that have been given to each institution during the last accreditation. The trainings will also focus on the latest QA EU trends with specific attention to the Standards and Guidelines for Quality Assurance in the European Higher Education Area. Furthermore, the EU partner universities will use their institutions as a case study for the provision of concrete examples in order to</p>	15/06/2018	October – December 2016	

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		<p>provide a truly holistic approach.</p> <p>Tasks:</p> <ul style="list-style-type: none"> - Setting the format / content (each day is split) - Setting the dates via doodle adding also January - Agenda - List of participants 			
4.2	Training for administrative staff	<p>The training for administration level will be organized with the aim of presenting their role in QA processes and its advantage for the whole institution.</p> <p>Tasks:</p> <ul style="list-style-type: none"> - Setting the format / content - Setting the dates - Agenda - List of participants 	15/06/2018	October – December 2016	
4.3	Training for students	<p>Description: Organization of the training for students for all PHEP to understand the role of QA in the learning process, its advantages and their own role in the process. Some of the topics to be delivered during the training day for students: Participation of students and their engagement in interna and external quality assurance procedures and</p>	15/06/2018	October – December 2016	

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		<p>reviews; students' evaluations.</p> <p>Tasks:</p> <ul style="list-style-type: none"> - Setting the format / content - Setting the dates - Agenda - List of participants 			
5.4	Online coaching	<p>Description: Online Coaching will complement workshop know-how transfer. The partners will divide topics to support Albanian HEIs staff on doubts and on the training needs. Online coaching will take advantage of the project webpage and other open free online platforms. QA officers will get additional knowledge on quality assurance and support their improvement process.</p> <ul style="list-style-type: none"> - Identification of free online platforms - Use of the platforms 	14/10/2018	Ongoing	
6.1	Quality control of implementation and management plan	<ul style="list-style-type: none"> - Project grant-holder and all the project partners - Incorporation of the feedback of the Project MNGT Board - Incorporation of the feedback of the Project Quality Board - Comparison of the achieved 	Ongoing – 14/10/2018	14/10/2018	

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		objectives during implementation of the project against the LFM			
6.2	Internal financial controlling	<ul style="list-style-type: none"> - Reporting by all project partners as to set in the contract - Preparation of the internal financial reports - 	Ongoing – 14/10/2018	14/10/2018	
6.3	External evaluation (project & financial)	- All of the project related materials will be a subject of the external evaluation (project & financial audit)	Ongoing – 14/10/2018	14/10/2018	
7.1	Dissemination through project website	<ul style="list-style-type: none"> a. Design of the project logo & project webpage (WUS KS in cooperation with the project grant-holder) b. All the project partners to confirm their institutional logos / descriptions 	Ongoing – 14/10/2018	14/10/2018	
7.2	7.2 Dissemination through multiplication	- All of the partners, esp PHEI in AL and XK by organizing internal meetings & events with their staff in their institution.	Ongoing – 14/10/2018	14/10/2018	
7.3	7.3 Dissemination through events and other	- Identification of different events for presentation of the project results	Ongoing – 14/10/2018	14/10/2018	

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	activities				
8.1	Day to day project management	<ul style="list-style-type: none">- Daily project management- Inputs by all project partners	Ongoing – 14/10/2018	14/10/2018	
8.2	Financial management and controlling	<ul style="list-style-type: none">- Financial management by all project partners- Preparation of the necessary financial documents for the grant-holders- Reports by the grant-holders	Ongoing – 14/10/2018	14/10/2018	