



Co-funded by
the European Union



Enhancing EU integration process literacy among university students in Western Balkans – EUfutur

D1.4 Evaluation Plan

Disclaimer: This publication was produced with the financial support of the European Union. Its contents are the sole responsibility of the EUFUTUR coordinator and do not necessarily reflect the views of the European Union.



Table of Contents

Document information	1
I. INTRODUCTION	2
II. The EUFUTUR Project	2
EUFUTUR Collaborators	3
Management Structure of EUFUTUR project	3
Project structure and Work Packages	5
III. Quality Assurance Approach.....	5
Qualitative and Quantitative Indicators.....	6
Quality Control of Deliverables	6
IV. External Evaluation	7
V. Timeline of Quality Assurance Activities.....	7



Document information

Project title: Enhancing EU Integration process literacy among university students in Western Balkans]

Acronym: EUFutur

Coordinator: European University of Tirana – UET

Project number: 101085419

Topic: ERASMUS-JMO-2022-HEI-TCH-RSCH

Type of action: ERASMUS LS

Project Starting date: December 2022

Project duration: 36 months

Project Coordinator: UET – European University of Tirana



I. INTRODUCTION

The present Quality Assurance Plan aims to provide a set of guidelines and procedures for internal use to ensure the overall quality and the progress of the project activities and an efficient project management.

The overall quality management of the EUFUTUR project is a transversal activity and will be conducted by UET throughout the full duration of the project. The main objective of EUFutur's Evaluation and Quality plan is to ensure a successful achievement of the project objectives with the best possible quality. The quality management will support the project management and contribute to preventing, minimising and containing issues and risks that might occur during project implementation. This will be done by monitoring and evaluating:

1. The progress of the activities against project work plan and timeline;
2. The Quality and Evaluation of the project outputs and activities;
3. The Performance of the experts involved, and collaboration from the region, including communication and cooperation.

The present document describes the procedures for ensuring appropriate quality of work and documentation in the project, including development of project documentation consistent with the general project concept, methods and tools employed to implement the work plan.

Thus, this document is meant to be a tool to support the implementation of the project for successfully carrying out project activities. It provides an overview of the project contents, the Work packages and related activities. The plan is meant to be a basic document, which will be accompanied by other documents and quality assurance tools developed during the project.

The plan is developed in line with the project Grant Agreement and the administrative and financial guidelines for Erasmus+ Programme-funded projects.

The Evaluation plan is structured as follows:

- Chapter 2 summarises the project's objectives, its methodology and work plan.
- Chapter 3 presents the Quality Assurance Approach, including qualitative and quantitative indicators and quality control of deliverables;
- Chapter 4 presents briefly External Evaluation;
- Chapter 5 provides a timeline for Quality Assurance activities.

II. The EUFUTUR Project

EUFUTUR is a three-year European project funded by the Erasmus+ Programme Jean Monnet Center of Excellence. Through its planned activities these projects aim to promote active EU citizenship and



values among various population groups in all the countries involved. This will be done through gathering information, exchanging practices, building knowledge, and promoting the European integration process through the academic debate, research papers and publications as well as the conferences, seminars, workshops, etc., where will be involved both academics, decision makers and students. It will, nevertheless, target the young generation, particularly undergraduate and graduate students.

Specific objectives

- Promote excellence in teaching and research, in the field of European Studies, issues, and practices.
- Expand knowledge about the EU and its respective policies, standards, convergence criteria, etc. Given the current revision of EU convergence criteria, this knowledge needs to be conveyed to the public and key stakeholders involved in the EU integration and access process in Albania.
- Promote and establish a dialogue between academia and other stakeholders, focusing mainly on students in higher education institutions not normally dealing with EU issues.

Review, update and complement current curricula on EU policies, market, institutions, as well as the EU integration process.

Results

The main results are the impact on academic curricula and research agendas that focus on EU studies in a variety of ways. They are expected to foster the development of existing capacities for quality scholarly and public activities at the universities involved in this project on matters related to the European Union, as well as create new avenues and forums for searching, teaching, debating, and sharing views, research methodologies and experiences in the area of EU studies. Just as importantly, they are expected to have an important effect on the public and especially younger generation's perception about the European Union and EU policies, institutions, and EU.

EUFUTUR Collaborators

UET has subcontracted 4 collaborators from the region and from EU, as shown below:

1. Istituto per l'Europa Centro Orientale e Balcanica, Bologna, Italy
2. Sarajevo School of Science and Technology – Bosnia and Herzegovina
3. Mother Teresa University – North Macedonia
4. Universum College – Kosovo

Management Structure of EUFUTUR project

EUFUTUR Management structure is composed by the “Coordinator” represented by European University of Tirana, responsible for the overall project management, aiming to ensure the activities and deliverables are duly performed under high quality standards.

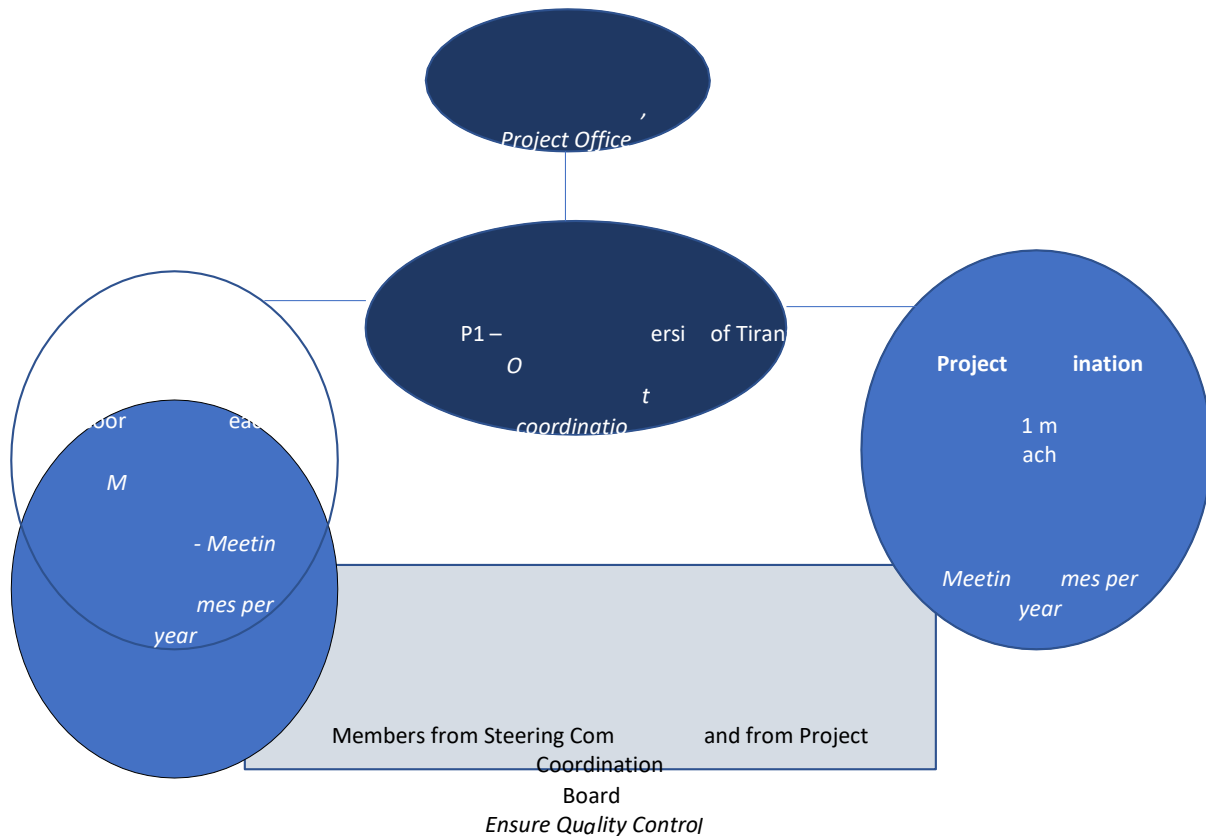


Fig. 1 Management Structure of the EUFUTUR project

The **Project Coordinator** supports the implementation of all work packages in achieving the planned tasks and, in particular, ensures that:

- The WP working plan and its implementation meet the project objectives and requirements of EACEA;
- The resources and capacities of the coordinator and its team are adequate to the planned activities;
- There is certain homogeneity among all working documents of the project regarding minimum quality standards.
- The Coordinator is responsible for the sum of all tasks implemented as a part of each WP.

Responsibilities of the **coordinator for evaluation plan** include:

- Designing the working plan and working methodology of the WP according to the project and WP objectives;
- Ensuring the fulfilment of deliveries according to the set timeline;
- Collecting the work and results produced by the coordinator;
- Developing and delivering the final product(s) of the WP.



Project structure and Work Packages

The EUFUTUR project is structured in 8 Work Packages.

- Work packages:**
- WP1. Management
 - WP2. Teaching and lecturing on EU integration
 - WP3. Teaching and lecturing on EU integration
 - WP5. Preparing a policy paper for Ministry of Education & Sport
 - WP6. Open lectures, seminars, workshops and debates
 - WP7. Students' research papers on EU issues
 - WP8. Dissemination and Exploitation

III. Quality Assurance Approach

The Quality Assurance Plan will ensure both monitoring and evaluation of EUFutur's project activities. Monitoring goes together with implementation, checking whether the project is carried out according to plan; it will be done continuously to observe what is going on in the project.

Evaluation will look deeper and assess what has worked well and what has not worked well; it will be done at specific points of time during the project in order to provide an overall picture and develop recommendations for possible improvements. These are ongoing activities which description is presented in the QA plan. The QA plan will be updated regularly during the all life span of the project.

The general evaluation criteria applied in the project are the following:

- **Relevance:** How relevant are the project activities and outputs for the participating institution?
- **Effectiveness:** Are the objectives being achieved? How big is the effectiveness of the project compared to the objectives planned (Comparison: result – planning)?
- **Efficiency:** How pertinent were the management aspects and the project processes to reach the objectives?
- **Impact:** What is the impact or effect of the project activities and its outputs – on participating universities, stakeholders etc.?
- **Sustainability:** Are the positive effects or impacts sustainable? How is the sustainability or permanence of the project outcomes and outputs to be assessed?

Quality Assurance will avail itself with a variety of methods, depending on the various objects of evaluation and goals pursued:

- **Set goals and quality standards** for work packages: to do so, UET will prepare a table with an overview for all Work Packages, including goals, indicators and methods to measure achievement of indicators.



- During project implementation the table will help to monitor the actual implementation of the activities and the achievement of the goals. UET will prepare the Interim and Final report providing with an overview of the progress and achievements in all WPs.
- **Monitoring of project progress:** at the beginning of the project, deadlines for the various project activities and results will be confirmed by the coordinator with its own team. The project coordinator, European University of Tirana, will prepare an updated timeline (GANTT chart) with all set deadlines. Through questionnaires and interviews (via phone/videoconference and, if needed during on-site visits), UET will regularly check the actual progress of the activities as per the timeline.
- **Identify critical issues, potential risks and conflicts:** UET will continuously evaluate and identify potential critical issues and risks.
- **Make recommendations for changes and improvements:** UET will provide suggestions for changes and improvements as necessary.

Qualitative and Quantitative Indicators

All the results and activities of the EUFUTUR project will be analysed using a variety of indicators. Indicators are both quantitative and qualitative. They describe project's objectives in operationally measurable terms and will allow to measure performance, progress and impact of the project. For each Work Package, indicators have been defined in the proposal and will be followed during all the project implementation period. be defined, based on the application and on indications of work pack packages at the beginning of the project.

An exception from the above principle are the two other WPs dedicated to transversal activities, i.e. WP8 Dissemination and WP1 Management: for these two WPs, we will independently collect data on the respective indicators. European University of Tirana as project coordinator will also be responsible for monitoring of budget execution and financial management and for carrying out risk management measures.

Quality Control of Deliverables

Before submission, the coordinator is responsible for:

- Conducting the final review and proof-reading of deliverables.
- Ensuring the deliverables are submitted within the deadlines.
- Defining the methodology to be implemented within the WP.
- Composing and proof-reading the deliverable before submitting it.
- Ensuring the delivery of the output within the deadline.
- Performing the activities on time and ensuring their quality.
- Reviewing the final draft of deliverables.

Each deliverable will be evaluated according to the following criteria:

- Content – all deliverables will be checked taking into account the following aspects:



- a) **Completeness** – the information provided in deliverables shall be complete, covering all contents foreseen in the Application and in the planning documents of the WP.
- b) **Clarity** – the information provided shall be clearly structured and written in a comprehensible way.
- c) **Language check** – before submission, each deliverable shall be proofread for linguistic errors.

IV. External Evaluation

Further to the above-described Internal Evaluation by UET also an External Quality Assurance Expert will carry out the evaluation of the overall project. The external will be appointed by the project coordinator, European University of Tirana. The evaluator will support implementation of project activities by assessing its quality and providing recommendations and suggestions for improvement.

V. Timeline of Quality Assurance Activities

WHAT	WHO	WHEN
Quality Assurance Plan	UET	30/11/2023
Evaluation and QA Annual Report 1	UET	Mid-term reporting
Evaluation and QA Annual Report 2	UET	Final reporting
QA and Evaluation tools	UET	Ongoing
External Evaluation Reports	External Evaluator	Mid temr reporting Final Reporting