ERASMUS-EDU-2023-CBHE
Project number: 101128376
MOBILITY RECOGNITION
FOR INTEGRATION

MORIN

WP 1. Management, coordination and evaluation of MORIN

D 1.9 – Quality Assurance Manual

Version	Type	Date	Authors	Change
1.0	First draft	March 23, 2024	Bledar Toska, Armela Panajoti	Initial version
1.1	Second draft	March 28, 2024		Minor changes in phrasing; change of the AAB member in the QAC entered in the document
		March 29, 2024		Approved by the SC

PROJECT DESCRIPTION

Project title: Mobility recognition for integration

Acronym: MORIN

Coordinator: University of Vlora "Ismail Qemali", Albania
Project number: 101128376

Topic: ERASMUS-EDU-2023-CBHE

Type of action: ERASMUS LS
Project Starting date: 01 December 2023
Project duration: 24 months
Work packages: WP1. Management, coordination and evaluation of MORIN
                          WP2. Mobility recognition via learning outcomes
                          WP3. Mobility recognition in practice
                          WP4. Impact and dissemination of MORIN

DELIVERABLE DESCRIPTION

Work package: WP 1. Management, coordination and evaluation of MORIN

Deliverable: D 1.9 Quality Assurance Manual

Lead beneficiary: University of Vlora "Ismail Qemali", Albania

Dissemination level: Sensitive

Type: Report
Due date: 31.03.2024

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Abbreviations

AAB College	AAB
Beneficiary	BEN
Biznesi College	BC
Continuous improvement	CI
Coordinator	COO
Document, report	R
ESN Nis	ESN Nis
Event, meeting	E
External evaluator	EE
European Commission	EC
European University of Tirana	UET
Grant agreement	GA
Higher Education Institution	HEI
International Advisory Committee	IAC
Keep it simple and staightforward	KISS
Learning outcomes	LOs
National Erasmus Office	NEO
Objectively verifiable indicator	OVI
Online satisfaction survey	OSS
Palacky University in Olomouc	UP
Partner Teams	PTs
Professional College, Tirana	KPT
Project Management Guidelines	PMG
Project partner	PP
Qendra ESN AL	ESN AL
Quality Assurance	QA
Quality Assurance Committee	QAC
Quality Assurance Manual	QAM
Quality Assurance Strategy	QAS
Quality Control	QC
Sensitive	SEN
Steering Committee	SC
University of Nis	UNI
University St Kliment Ohridski Bitola	UKLO
University of Vlora "Ismail Qemali"	UV
Value for Money	VFM
Websites, patent filings, videos, etc	DEC
Work package	WP

Executive summary:

'Quality Assurance Manual' (QAM), a document in which quality planning, managing, and control arrangements regarding MORIN, an Erasmus+KA2 CBHE strand 1 project, will be laid down, is a deliverable (1.9.) within work package 1 "Management, coordination, and evaluation of MORIN" of the project. The document contains guidelines for QA procedures (planning, managing, and controlling) accompanied by templates (various reports, surveys, and self-satisfaction forms) appended to it and instructions about how to create them online, if any, to be adopted by all partners; quality indicators, that is, measurable indicators of high quality, such as the quality of the content of manuals and guidelines, training materials, and publications; the number of participants in each of the project activities; the number of viewers for online content (webinars, resources, guides, and manuals); the number of responses for the surveys; the number of HEIs reaching out beyond the consortium for the survey; usage statistics; copies of print publications distributed, etc.

1. Introduction

Deliverable 1.9, 'Quality Assurance Manual' (QAM) of the MORIN project, serves as a guiding document for planning, managing, and controlling the activities, tasks, and deliverables to take place in the framework of the MORIN project in a smooth, successful, and impactful manner.

It outlines QA procedures (planning, managing, and controlling) accompanied by templates (various reports, surveys, and self-satisfaction forms) appended to it and instructions about how to create them online, if any, to be adopted by all partners; c) quality indicators, that is, measurable indicators of high quality, such as the quality of the content of manuals and guidelines, training materials, and publications; the number of participants in each of the project activities; the number of viewers for online content (webinars, resources, guides, and manuals); the number of responses for the surveys; the number of HEIs reaching out beyond the consortium for the survey; usage statistics; copies of print publications distributed, etc.

The quality of the MORIN project is largely guaranteed by the partners' compliance with deadlines and guidelines for each deliverable and, most importantly, their commitment, as well as the quality of the work plan as laid down in the project description. However, to ensure the project's success, it is important to closely check its quality at various implementation stages. In this regard, the current QAM ought to be viewed as an important instrument for guaranteeing MORIN's effective execution and the delivery of tangible, maximally efficient deliverables consistent with the project's goals and outcomes outlined in the description.

The QAM was prepared taking into consideration the following key reference documents:
- MORIN project (part B of the project description);
- The document of the grant agreement (GA) signed between the agency (EACEA) and the project coordinator, UV, and accessed by all project beneficiaries;
- Partnership agreement;

- European Commission (2023), Erasmus+ Programme Guide 2023 (Version 2, 21.12.22), https://erasmus-plus.ec.europa.eu/programme-guide/erasmus-programme-guide/introduction.

The MORIN project uses a standard approach to project management that includes formal quality control and risk mitigation procedures, regular communications, documented timelines, and active follow-up. To support its project management approach, the MORIN project uses a 'sharing option' methodology for reviewing key documents related to project activities, deliverables, and history changes, as well as polls for voting in case of an urgent decision for organisational purposes and a project platform whose availability will be added later. For online meetings, webinars, and other similar project communications, the Google Meet app will be used unless some other app with recording facilities becomes available.

To ensure quality throughout the implementation of the project, the following mechanisms have been planned: a) quality assurance (QA) bodies: the QA committee, which will ensure the quality of project activities, their timely delivery, and compliance with the QA plan through constant monitoring; the International Advisory Committee, a body of experts, who will provide external guidance on project objectives and deliverables, provide feedback on their quality, and link the project to external stakeholders; B) quality assurance measures - a Quality Assurance Manual (QAM), which is the document herein introduced that will provide guidelines for QA procedures (planning, managing, control) accompanied by templates (various reports, surveys, self-satisfaction forms) appended to it and instructions about how to create them online, if any, to be adopted by all partners; c) quality indicators, that is, measurable indicators telling of high quality, such as the quality of the content of manuals and guidelines, training materials, publications; the number of participants in each of the project activities; the number of view(er)s for online content (webinars, resources, guides, manuals); the number of responses for the surveys; the number of HEIs reached out beyond the consortium for the survey; usage statistics; copies of print publications distributed etc.

To further ensure quality, a collaborative approach will be adopted: the teaming up of more experienced partners with less experienced or newcomer partners for rewriting LOs, revising or developing regulations, doing grey literature research and a mapping survey, preparing reports, and training content and resources for the webinars. Online mentoring will provide support to partners during the project. For some deliverables, a self-reflexive methodology will be adopted, e.g., the self-assessment tool will be used three times during the lifetime of the project, or the quality of the rewritten LOs and the recognition guidelines will be tested against the simulation of a recognition practice.

Templates will be created, provided, and attached to this document, as well as procedures to guarantee that deliverables are produced in a qualitative and timely manner. Quality control has been put in place to ensure that project deliverables fulfil operational requirements and that plan deviations are appropriately handled. Quality management is thoroughly described in the Quality Assurance Manual (D 1.9). This document is structured into four sections: Quality Assurance, Quality Planning, Quality Control and Continuous Improvement.

2. Aim of the Quality Assurance Manual

The main aim of QAM is to lay down quality provisions to be followed by the consortium, which include guidelines for quality assurance activities, quality standards, quality control activities and criteria, procedures, and mechanisms that shall be in place and implemented during the project's lifetime to ensure:
- keeping track of the project's activities and progress with their implementation;
- properly documenting all project's activities, deliverables, and results;
- that the activities and deliverables under each WP bear relevance, significance, impact, and effectiveness to the project's objectives and are carried out according to the schedule;
- identifying any deviations from what was originally planned within each WP or risks that could affect the proper realization of activities/deliverables in due time so as to address corrective measures, if necessary;
- continuous improvement of the implementation of the project through monitoring as well as various evaluation and feedback forms.

These will be achieved through proper quality management, which is the process of defining the strategy and methods the MORIN consortium will employ to ensure the quality of the project's deliverables. Quality management is essential to the success of the project, and the consortium adopts a methodology that includes two distinct processes:
- *quality assurance*, which consists of establishing standards, guidelines, and procedures to prevent quality issues and maintain the standard of the deliverable or activity during its development or implementation;
- *quality control*, which refers to a set of methods and tools that MORIN uses to manage all aspects of quality management, including quality planning, quality assurance, quality control, and quality improvement.

UV, as the project coordinator, is responsible for coordinating quality management in that it leads WP 1 and also prepares and defines the Quality Assurance Manual (QAM), but quality management concerns all beneficiaries in that they are all responsible for implementing strategies and activities for quality assurance, ensuring they do the right thing at the right time.

3. Quality Assurance

Quality assurance applies at two levels: internal and external. Quality assurance will be coordinated by UV, as the WP leader, and as the project coordinator. As such, UV is also responsible for preparing the Quality Assurance Manual (QAM) and circulating it among the other beneficiaries before its final approval by the SC. External quality assurance will be performed by evaluators outside the MORIN consortium.

3.1. Quality Management bodies

MORIN has set up internal and external quality management bodies. They include:

- the QA committee, which will ensure the quality of project activities, their timely delivery, and compliance with the QA plan through constant monitoring within the consortium;

- the International Advisory Committee (IAC), which is a body of experts who will provide external guidance on project objectives and deliverables, provide feedback on their quality, and link the project to external stakeholders.

3.1.1. Quality Assurance Committee

The Quality Assurance Committee (QAC) is made up of one representative per partner other than those sitting on the SC and is responsible for monitoring, checking, and advising on the quality of all deliverables and project activities, as well as reviewing how the quality guidelines have been complied with. The members of the QAC were identified and approved during the first consortium meeting (18–19 January 2024, Vlora, Albania) and include:

QAC member	Affiliation	Role	Email
Assoc. Prof. Bledar Toska	UV	project coordinator	bledartoska@yahoo.co.uk; btoska@assenglish.org
Elda Papa	UET	member	elda.papa@uet.edu.al
Jola Kamberaj	KPT	member	jola.osmenaj@kpt.edu.al
Ilirjana Geci	AAB	member	Ilirjana.geci@universiteti.aab.com
Zahir Arifovic	BC	member	zahir.arifovic@kolegjibiznesi.com
Dr. Darko Mitic	UNI	member	darko.mitic@elfak.ni.ac.rs
PhDr. Eva Klimentová	UP	member	eva.klimentova@upol.cz
Prof. Dr. Saso Korunovski	UKLO	member	saso.korunovski@uklo.edu.mk

Table 1. QAC (members).

The QAC meet annually to discuss the quality of all deliverables and project activities, issues underlined by the work package leaders, and present annual quality reports. The QAC can organize other meetings, if necessary, to discuss issues to be presented in the annual project meeting.

The primary responsibility of the QAC is to annually evaluate the quality of all project deliverables and activities. This evaluation is crucial to ensuring that the project is meeting its objectives and adhering to the established standards and guidelines. Through this evaluation process, any deficiencies or areas requiring improvement can be identified and addressed promptly.

In addition to the annual evaluation, the QAC also collaborates with the WP leaders to address specific issues related to project deliverables. WP leaders may highlight concerns or challenges they face in their respective WPs. By discussing these issues within the QAC, appropriate solutions can be devised and implemented.

Moreover, the QAC is also responsible for preparing and presenting annual quality reports. These reports summarise the findings of the quality evaluations conducted throughout the year

and provide an overview of the project's performance. The reports outline the project's strengths, weaknesses, and recommendations for improvement. By disseminating these reports, project stakeholders are kept informed about the project's progress and quality standards.

3.1.2. International Advisory Committee

The International Advisory Committee, hereafter referred to as IAC, is a body of advisory role composed by a small group of international experts on academic recognition, learning outcomes, and internationalisation of HE outside the consortium and invited by consortium members to willingly provide external independent guidance and advice on the project objectives and its deliverables. They were identified during the first consortium meeting (18–19 January 2024 in Vlora, Albania) and include:

IAC member	Affiliation	Role	Email
Mariusz Librowski	Spark Foundation, Poland	External advisor	mariusz.librowski@gmail.com
Joanna Smoluk Stachowska, PhD	Academy of Applied Sceinces TWP Szczecin, Poland	External advisor	j.stachowska@onet.pl
Prof. Miriam Bait	Università degli Studi di Milano	External advisor	miriam.bait@unimi.it
Prof. Jovanka Lazarevska-Stanchevska	"Ss Cyril and Methodius" University of Skopje	External advisor	jovanka@ukim.edu.mk
Assoc. Prof. Dušan Stamenković	Södertörn University, Sweden	External advisor	dusan.stamenkovic@sh.se

Table 2. IAC members.

They were selected for their outstanding experience and expertise relevant to regional integration of mobile students via academic recognition of learning outcomes that MORIN addresses, with the aim of reaching a wide range of academic and non-academic communities and maximising the project's impact in the region and wider. The IAC will meet online with the project partners once a year to provide opinions and feedback on the project.
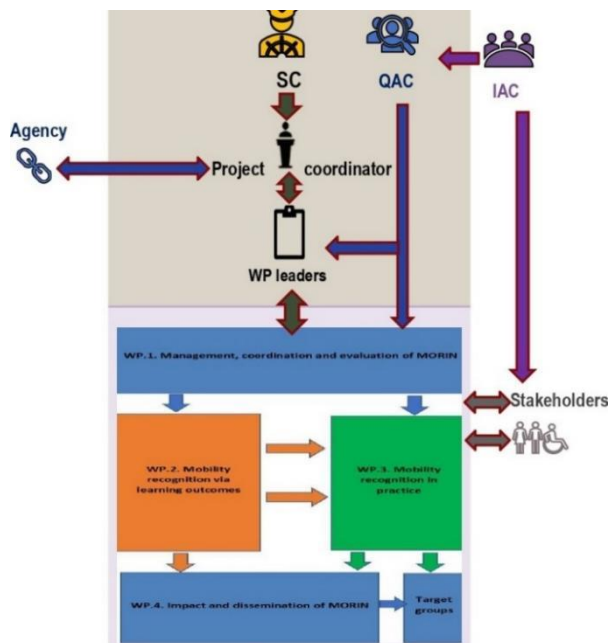
Figure 1. The QA management bodies within the management structure of MORIN.

3.2. External evaluation

Two external expert reports, one for each project year (M 12 and M 24), will be prepared with feedback and input received by the members of the International Advisory Committee during the online meetings with the partner representatives. The IAC will identify and appoint two external evaluators (EEs), either from within the committee or outside it, to monitor project activities and achievements. The evaluators will be given access to project activities and deliverables as well as to internal quality assurance documents and data to analyse and evaluate in order to identify achievements and weaknesses. Based on the data provided by the IAC and EEs, UV will prepare an external evaluation report, in English, in close collaboration and consultation with the partners and the IAC and EEs, which will be analysed and discussed during SC meetings. A template will be used by the IAC members and EEs to collect feedback and data.

3.3. Quality Assurance Strategy (QAS)

A QAS for evaluating and monitoring project activities and results. Internal quality assurance procedures, including both qualitative and quantitative assessment measures for milestones and deliverables. These procedures will include project meetings (coordinating and reporting), deliverables (drafting and reviewing), and project monitoring. Below is a table that outlines standards, tools, indicators, and time schedules for management quality control. It details five areas or types of tasks: 1. management, which concerns the overall management of project activities (administrative, financial, coordination among partners, cooperation); 2. communication, within and outside the consortium; 3. implementation, that is, how project

activities and deliverables are implemented; 4. development, which concerns the training activities, training materials, guides, revised procedures, and regulations that will be developed within MORIN; 5. dissemination, which concerns communicating and disseminating project results to reach out to as many HEIs as possible and policymakers and other stakeholders in order to benefit from the project results.

Types of tasks	Standards	Methodology	Means of verification	Quality control tools	Frequency
Management	-Collaborative and co-creative approach to project management procedures and documents -Clarity of management procedures for all partners -Shared understanding of project objectives, WP tasks and deliverables -Common agreed upon quality expectations -Cost-effective and timely delivery of project activities and deliverables	- Google sharing options will be used to make draft versions available to all parties and apply suggestions for improvement. - Presentation of project aims and objectives and WPs to all partners during the first consortium meeting. - Discussion and finalization of key management documents during the first consortium meeting. - Minutes of project meetings (consortium, SC, QAC, IAC) are made available to all partners on the shared MORIN Google drive folder. - A project management platform will be made available to facilitate communication, storing of project documentation and realization of project activities in a timely and structured manner. - A progressive methodology will be adopted, i.e. from pre-development to development to implementation, to end with efficiency/capacity building. - Collaborative work, often involving staff and students, and constant online mentoring will be used throughout for all development WPs. - Continuous self-assessment and satisfaction surveys will be used to ensure the quality of project deliverables. - Regular management and quality assurance meetings will be held (at least two per each during the project's lifetime). - Ad-hoc meetings will be organized between the project coordinators and WP leaders for specific tasks or issues. -The VFM method will be used to purchase goods and services -Templates and forms are made available to all partners	- Google sharing link - Email communication - Meeting agenda - Final key management documents - Meeting minutes - Project Management App - Link to the project management ap on the project website - Timeline of project deliverables (excel file) to be followed by partners - Meeting agendas - Meeting links - Links to surveys (self-assessment, satisfaction surveys) -Procurement documentation - Templates and forms - Google drive links to templates and forms	Inspection Deliverable testing	-After each meeting - At the end of each project year

Communication	- Effective communication between consortium members, the COO, the NEOs, and the EC for the successful implementation of the MORIN project - KISS principle for promoting open, transparent, and respectful communication between PPs and the COO	-The PPs' contact list is compiled and made available from the beginning on the shared MORIN Google drive folder. - Communication is documented centrally and internally for reporting or management purposes on the project platform, the COO's email address (the contact person's email address), and the MORIN Google drive folder. - MORIN PPs use various communication channels: emails, project platform, online conferencing, and WhatsApp for urgent requests. - Regular networking and exchange of ideas occur in various settings such as meetings, workshops, trainings, and project conference.	- MORIN Google drive folder - Project website - WhatsApp group	Communication tools	Ongoing
IDevelopment	- Clear mechanism for consistent development, review, and submission of project deliverables - Effective and efficient implementation of the project WPs	- WP leaders send instructions to all partners at the beginning of each activity - The project work plan and management handbook provide detailed descriptions of planned activities, responsibilities, partner contributions, expected products, and milestones. - Responsibilities and tasks are shared among partners. - WP leaders prepare reports at the end of the activities for each WP - Use of indicators of progress (reports, satisfaction surveys, self-assessment etc.) and of achievement for measuring the overall success and full implementation of the project - Use of the progressive approach, i.e. from pre-development to development to implementation, to end with efficiency/capacity building. - Collaborative approach especially for development WPs. -Use of a project management platform to keep track of the tasks and deliverables - Constant reminders to avoid backlog with submitting deliverables as scheduled	- Deliverables excel file - Project Management Guidelines and QAM - Project website - Project management platform - MORIN Google drive folder	- Checked deliverables excel sheet - Deliverable quality assessment form	- Annual - Upon the finalization of a deliverable

Implementation	- Effective and efficient implementation of training and workshop activities - Useful resources and training materials - Comprehensive and useful guidelines for mobility recognition	- Thematic visits to observe best practices and receive training on recognition practices and LOs for skills-oriented learning - Good participation rate in trainings and workshops - Interest, interaction and active participation of trainees in training activities - Great commitment of trainees and trainers. - Training materials available in the MORIN Google drive folder, in the event report and on the website - Self-assessment and self-reflexive methodology of mobility practices	- Project website - Project management platform - MORIN Google drive folder	-Event reports -WP deliverables	- At the end of the training activities -Upon the completion of each deliverable
Dissemination	- Commitment and cooperation between partners for disseminating MORIN results and targeting/organizing disseminating events/sessions - Use of various communication platforms to efficiently communicate project results (website, social media and other dissemination & promotional materials) - Making use of networking to promote project results beyond the consortium, especially among WB HEIs - Great interest from stakeholders to collaborate with the project consortium	- Good dissemination at national and international level - MORIN website constantly updated. - Good participation rates in MORIN events. - Meetings with IAC to organize activities with stakeholders	- Project website - MORIN social media -Dissemination materials and activities - Attendance lists - Event reports	-Website and social media analytics -Event reports - Satisfaction surveys - Stakeholders' survey	-At the end of each project year -After each activity/event

Table 3. MORIN QA Strategy.

3.4. MORIN milestones

In order to provide a structured way to track MORIN's progress, manage time effectively, facilitate communication and collaboration among team members and stakeholders, aid in decision-making, as well as help in setting deadlines, ensuring that tasks are completed within a specific timeframe, and avoiding delays, the following milestones (Table 4) are essential for the success and quality of MORIN, hence ensuring the project team remains focused and aligned.

Milestone No	Milestone Name	WP No	Lead BEN	Means of Verification	Due Date	Scheduled
MS1	Kick-off meeting organized successfully	1	UV	Attendance list and meeting agenda	31 Dec 2023	8 Dec 2023
MS2	Partnership agreements signed	1	UV	Document of the PA with partners' signature and stamp. Signed PAs returned to consortium partners.	29 Feb 2024	29 Feb 2024
MS3	The self-assessment successfully implemented	2	UV	-Link to the report on the project website, ESN website(s) -Final document of the report in print	31 May 2024	
MS4	Webinars on various aspects of mobility recognition successfully organised	2	UP	-Youtube upload -Link to the project website	31 Oct 2024	
MS5	Learning outcomes for at least 5 courses within two study programmes at each WB partner are rewritten.	3	UKLO	Electronic documents in pdf, available in English and Albanian	28 Feb 2025	
MS6	Recognition practices successfully carried out	3	BC	Documents of the recognition practice followed by both committees, pdf format. Final recognition document produced by the home committee.	31 Jul 2025	
MS7	An interactive website created	4	UET	Website up and running, available online for public access.	31 Mar 2024	
MS8	Final conference	4	UV	Conference programme and book of abstracts, link to the conference website	30 Nov 2025	

Table 4. MORIN milestones.

3.5. *Objectively verifiable indicators*

In order to get a comprehensive picture of the state of project management, communication, and WP implementation, objectively verifiable indicators (OVIs) have been well selected. Each

WP has its own set of OVIs, accompanied by a description of the methodology for verifying them (Table 5).

WPs	Deliverables per WP	OVIs	MEANS OF VERIFICATION	Main responsible
WP1. Management, coordination and evaluation of MORIN	D 1.1. Project Management Guidelines (PMG) D 1.2. Evaluation reports (internal, external, self-evaluation) D 1.3. Surveys of stakeholders D 1.4. Mid-term project progress report D 1.5. External expert reports for QA D 1.6. Mid-term QA progress report D 1.7. Final QA progress report	1.1 Circulation and acknowledgement of the project management guidelines – 1 document 'PMG' 1.2 Proper communication and adoption of QA plan - 1 QA plan 1.3 Timely delivery of evaluation and progress reports - number of reports	-No. of meetings; minutes; reports; decisions -Publication of PM Guidelines, Risk Management Plan, Conflict Resolution Plan -PM Platform uploads -Project progress reports: quality, management, evaluation, dissemination, exploitation and sustainability	WP leader SC QAC PTs
WP2. Mobility recognition via learning outcomes	D 2.1. Five-day exchange visits; D 2.2 Literature review report on mobility recognition practices; D 2.3 A self-assessment tool for the recognition of study periods abroad D 2.4. A 'state-of-the-art' review report on mobility recognition D 2.5 WB6 mobility recognition practices mapping report D 2.6 Webinars on mobility recognition via Los D 2.7. Training workshops on mobility recognition practices	-Effective organization of the exchange visits and delivery of the training workshops. – 2 visits, 2 training workshops, 4x5 = 20; participants per visit, 40 altogether -Increased awareness of the impact of student mobility and its recognition in the WB 6. – 1 literature review report; -Local mapping of WB HEIs' state-of-the-art and needs – 1 'state-of-the art' report per WB partner, 5 altogether - Regional mapping of WB6 HEIs' state-of-the-art and needs – 1 regional mapping report, 200 copies - Effective organization and delivery of the training workshops -Effective organization and delivery of the webinars – 2 webinars live-streamed via YouTube and available there -Publication of 'Q & A' feedback and evaluation report – 1 'Q&A' document, 1 evaluation report published	-Exchange visit programme; participant lists/attendance lists; training programme and material; Photo gallery; online satisfaction survey -Grey literature review report; link to it -Local and regional surveys on recognition practices at WB HEIs; links to them -Youtube upload; the project's Youtube account; link to the project website; attendance list; training material and programme; online satisfaction survey -'Q&A on recognition practices' section to the Webinars	WP leader Task leaders SC QAC

WP3. Mobility recognition in practice	D 3.1. Guidelines for Academic Recognition via LOs developed; D 3.2 Revised LOs for at least 5 courses within two study programmes at each WB partner D 3.3. Recognition practice carried out; D 3.4. Regulation on recognition of study periods abroad D 3.5 Mobility repository for WB HEIs D 3.6 Progress report on recognition practices at WB HEIs	-Finalization of the Manual *Guidelines for Academic Recognition via LOs* – 1 Manual in pdf published on the project website -Selection of courses whose LOs will be rewritten – 5 courses from 2 different study programmes per WB partner, 5x2=10 courses; LOs for 40 courses altogether rewritten -Selection of recognition practice to be simulated and compared – 5 recognition practices simulated and compared -Finalization of the document of the regulation on recognition of study abroad – 5 regulations adopted by WB partners -The repository is made functional – 5 mobility repositories available on WB partners' websites -Publication of the progress report – 5 progress reports	-Link to the Manual/Guidelines on Recognition via LOs on the project's website/partners' website -Institutional decision on the adoption of the Manual /Guidelines; -Course syllabi; -Decisions of the recognition committee(s); -Decision on the approval of the regulation; link to it on the partners' websites; -Link to the repository on the partners' websites	WP leader Task leaders SC QAC
WP4. Impact and dissemination of MORIN	D 4.1. Dissemination, exploitation and sustainability plan; D 4.2 Project's website created and promotional and dissemination material; D 4.3 MORIN newsletter; D 4 4 Final dissemination conference D 4.5 Social media D 4.6. Mid-term report on the implementation of the Dissemination, exploitation and sustainability plan D 4.7. Final report on the implementation of the Dissemination, exploitation and sustainability plan	-Finalization of the Dissemination, exploitation and sustainability plan – 1 document in pdf -Creation, update and maintenance of the project website – project website -Preparation and distribution of promotional and dissemination material – 1 project logo, promotion pack -Publication of MORIN newsletters - 4 pdf issues -Successful organization of the final conference and publication of the conference volume – 70 participants; 200 copies of the volume -Effective functionality of the project's social media – YouTube, Facebook, Instagram, twitter, Linkedin accounts	-Publication of dissemination, exploitation and sustainability plan -Web analytics tools, social media, Youtube -No. of promo & dissemination activities organized/triggered; no. of participants; copies of promo & dissemination material distributed; attendance lists; photos -Downloads of MORIN newsletters; links to it; -Final dissemination conference; no. of people participating & attending; conference pack; list of participants; photos; copies of conference volume, link to it	WP leader Task leaders SC QAC IAC

Table 5. MORIN OVIs (adapted from the Narrative Summary of the Intervention Logic in the project description).

3.6. Project documents

Producing documents in the framework of the project is part not only of management activities but, most importantly, of dissemination activities, as most MORIN deliverables are documents. Therefore, defining rules for preparing, writing, formatting, reviewing, and revising these documents is very important for MORIN, which is why this issue has also been covered in D 4.1, "Dissemination, Exploitation and Sustainability plan." Moreover, templates are attached to the QAM, which are expected to be used by all partners.

General formatting rules

Language: English, unless specified otherwise in the deliverable or document description
Font: Calibri[1]
Size: 12 body text, 14 headings, 13 subheadings (italicized)
Spacing: Single line
Cover page (where applicable): See the templates
Title page (where applicable): See the templates
Page numbering: Centred, bottom, Calibri, 11

Documents for MORIN will be produced electronically and named after the file name (deliverable name, report title etc.) using the appropriate template herein attached.   For deliverables, the following layout will apply:

Cover page with the title of the project and its reference number, EU-funding visual identity and project logo in the header and partners' logos in the footer
Title page containing the title of the WP (Calibri, 36); title of the deliverable (Calibri, 26); version history (information about the type of the draft; date; authors; reviewer, where applicable; change, all Calibri, 12, titles in bold); acknowledgement, where appropriate, Calibri, 11; disclaimer (Calibri, 10) with the note "Copyright@MORIN" below (Calibri, 10, italic), all centred
Table of contents (Title: Calibri, 14; headings: Calibri, 12)
List of figures and *list of tables*, if there are any (Title: Calibri, 14; headings: Calibri, 12)
Executive summary
Introduction including the scope of the document
Chapters forming the body of the document
Annexes, where available

Different people are involved in drafting and finalizing the documents. Each deliverable is assigned to a partner, meaning that that partner is in charge of the production of the document.

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[1] We opted for Calibri as a very accessible and readable font for people with dyslexia due to its obvious spacing and basic, clean letter shapes.

The rules and guidelines for producing the document have to be applied under this partner's responsibility. All other partners, unless otherwise specified[2], contribute to the deliverable in various ways, either by providing suggestions during the preparation stage or after the first draft has been prepared and shared. All draft versions of the deliverables, reports in general, and other types of documents produced in the framework of the project are shared with the partner teams and are subject to review by them. Management documents such as the PMG or the QAC are voted on by the SC before entering into force.

4.   Quality control

To assess and ensure the quality of the work to be done throughout the project, the Consortium has set up a Quality Control (QC) procedure and monitoring tools. This QC approach will assist with processes that are aimed at controlling the overall project results as well as the quality of the deliverables.

4.1. Monitoring progress

A project evaluation questionnaire (Annex 1) will be sent out to partners at the end of each project year to check and assess whether the project objectives have been achieved and suggest future actions. The feedback provided will be used for the final internal quality assurance reports.

4.2. Assessing activities and deliverables

A table of 'planned and achieved' deliverables and outcomes (Annex 2) is prepared to be sent to WP leaders whose purpose is to check and report the progress of project activities within that WP. Upon completing it, the WP leader will pass it on to the COO, after the activities envisioned within that WP have been realized. This document serves to evaluate the quality of effectiveness and efficiency of project implementation. Deliverables and activities to be evaluated through this methodology are listed below (Table 6).

Type	Output	Lead	Evaluation tool	Feedback provided by	Time
R	1.1 Project management guidelines	UV	Review by project partners	SC	After the document is finalized
	1.2 Evaluation reports (internal, external, self-evaluation)	UV	Review by project partners Questionnaire	QAC	
	1.3 Surveys of stakeholders	UET	Review by project partners	IAC	

---

[2] For tasks that do not require desk research or data gathering, for instance or when it is agreed that a specialist reviewer instead of all partner teams should be assigned to reviewing the document and making suggestions for revisions and improvements.

			Questionnaire	
1.4 Mid-term progress report	UV	Review by project partners Questionnaire	SC	
1.5 External expert reports for QA	UV	Review by project partners Questionnaire	IAC	
1.6 Mid-term QA progress report	UV	Review by project partners Questionnaire	QAC	
1.7 Final QA progress report	UV	Review by project partners Questionnaire	QAC	
1.8 Needs analysis report	UV	Review by project partners	Partners	
1.9 Quality assurance Manual	UV	Review by project partners	QAC	
2.2 Literature review report on mobility recognition practices	KPT	Review by project partners	Partners	
2.3 A self-assessment tool for the recognition of study periods abroad	UNI	Review by project partners	Partners IAC	
2.4 A 'state-of-the-art' review report on mobility recognition	AAB	Review by project partners	Partners IAC ESN AL, ESN Nis	
2.5 WB6 mobility recognition practices mapping report	UV	Review by project partners	Partners IAC ESN AL, ESN Nis	
3.1 Guidelines for Academic Recognition via Learning Outcomes	UET	Review by project partners	Partners	
3.2 Revised learning outcomes for at least 5 courses within two study programmes at each WB partner	UKLO	Review by project partners	Partners	
3.3 Recognition practice	BC	Review by project partners	Partners	
4.1 Dissemination, exploitation and sustainability plan	UET	Review by project partners	Partners	
4.3 MORIN Newsletter	UET	Review by project partners	Partners	
4.6 Mid-term report on the implementation of the Dissemination, exploitation and sustainability plan	UET	Review by project partners	SC, IAC	
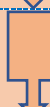
	4.7 Final report on the implementation of the Dissemination, exploitation and sustainability plan	UET	Review by project partners	SC, IAC	
E	Coordination meetings (kick-off)	UV	Online satisfaction survey/R	Attendees	QSS sent out immediately after the event
	Exchange visit, training workshops	UP, UKLO			
	Work group meeting to work on the LOs	KPT			
	Webinars on mobility recognition via LOs	UET			
	Final conference	UV			
DEC	Project website	UET	Wen analytics Feedback questionnaire	Target groups Stakeholders	Annually
	Social media	UET	Wen analytics Feedback questionnaire	Target groups Stakeholders	Annually

Table 6. Deliverables, activities and evaluation tools.

4.3. Deliverables monitoring and control

The monitoring process should anticipate potential issues in task development and deliverable production, with each WP leader reporting progress and issues accordingly and ahead of time and calling and organizing online meetings if necessary. Online mentoring by the EU and 3rd country not associated to the programme partners will be provided for specific tasks, occasionally involving IAC members.

The MORIN consortium has developed a formal quality control process to ensure project deliverables meet EC requirements and manage potential risks, as illustrated in Figure 2.

New R	*Responsible*: WP/deliverable Leader Email with instructions for contributions/feedback and deadlines sent out to partners
Initial draft	*Responsible*: WP/deliverable leader First or rough draft of the document is uploaded on Google drive to share with partners for feedback
Consolidation	*Responsible*: WP/deliverable leader, contributors Collection and consolidation of relevant feedback/input
Final draft	*Responsible*: WP/deliverable Leader Final draft ready for review by the partners or reviewers, where appointed, and approved by the SC or QAC, where relevant
Review	*Responsible*: Partners, reviewers Review of the final draft, comments passed on to the leader

Final editing		*Responsible*: WP/deliverable leader Revision, formatting, editing, integration of comments
Quality check		*Responsible*: COO Layout and compliance check
Submission		*Responsible*: WP/deliverable leader and COO Uploading by the WP/deliverable leader and submission by the COO
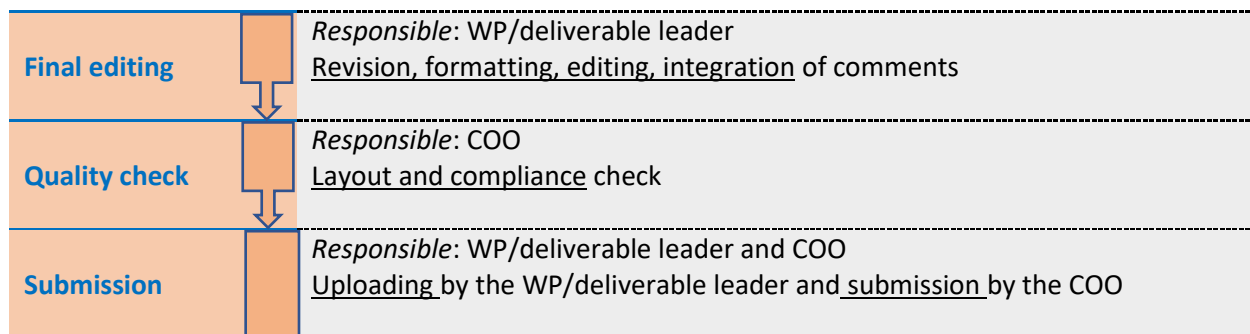
Figure 2. Deliverables monitoring and control.

4.4. Quality control of meetings and events

The MORIN QAM ensures quality control of meetings and events using various documentation and tools available in the MORIN project's Google Drive file, project management app, and project website, as summarized below in Table 7.

Type of activity	Materials	Available at	
		MORIN website	**MORIN Google drive/platform**
Consortium meetings (kick-off, SC, QAC, annual, etc.)	Announcement	✓	
	Agenda	✓	✓
	List of participants		✓
	Attendance sheet		✓
	Gallery	✓	✓
	Minutes		✓
	Presentations		✓
	Survey		✓
Visits **Training workshops** **Work group meetings** **Dissemination and promotional actitivies or info days** **Final conference**	Announcement	✓	
	Programme	✓	✓
	List of participants		✓
	Attendance sheet		✓
	Gallery	✓	✓
	Trainings materials/ presentations	✓	✓
	Event report		✓
	Survey		✓

Table 7. Documentation for MORIN activities.

MORIN activities require professional organization, which involves providing participants with a comprehensive information package, including an agenda, an invitation letter (if necessary), and logistics. Preparation time depends on the event type, with task leaders defining a specific preparation time. Meeting organizers ensure smooth registration, appropriate time for sessions and breaks, and the availability of necessary materials. An online satisfaction survey is sent out

to participants after the event is over. A report is prepared based on the feedback received and shared with all partners.

5. Continuous improvement (CI)

Each of the reports described in the sections above provides feedback and recommendations that can be proven effective and valuable for CI. The CI process involves:
a. determining if a procedure is required (if not already foreseen) to improve the quality of project deliverables and activities;
b. either develops the procedure or updates an existing one based on the feedback/recommendations received;
c. develops or updates the guidelines for rewriting LOs, the self-assessment tools, or the recognition practice to integrate new useful feedback and knowledge;
d. delivers the new or updated material.
This process goes hand in hand with the risk management process in that assessing and addressing risks through procedures, training, and the preparation of deliverables is very important for the successful realization and implementation of these outputs. Therefore, CI never stops as long as processes exist, since they should be improved through streamlining and knowledge gained. QA, QC, and CI are interconnected, with QA monitoring work processes and QC inspection and deliverable testing. The CI is managed by the QAC in collaboration with the SC; that is, updates or developments of new procedures are proposed by the QAC and approved by the SC.

Annexes

Annex 1. Project evaluation questionnaire
Annex 2. Table of 'planned and achieved' deliverables and outcomes
Annex 3. Quality review form.
Annex 4. Online satisfaction survey for MORIN activities/events.
Annex 5. Feedback report.
Annex 6. External evaluation form.
Annex 7. External evaluation report
Annex 8. Project website external review form. (To be filled in by stakeholders)
Annex 9. Event report

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Project Evaluation Questionnaire (to be administered online and completed by all partners)

QC point	Issues to be addressed	Assessment
1. Project Management	-Was the management structure efficient? (division of tasks between COO, SC, QAC, and WP Leaders) - Were consortium meetings managed well? - Were management and quality documents properly made available and accessible to all partners? - Were the necessary adjustments in the course of project implementation easily agreed upon between the partners?	NO ☐ TO A SMALL EXTENT ☐ TO A LARGE EXTENT ☐ COMPLETELY ☐
2. Project progress and implementation	- Were objectives achieved on time? - Compared with the actual expenses, was the budget for the project estimated accurately? - Did any exceptional situation cause any problems for the development of the project?	NO ☐ TO A SMALL EXTENT ☐ TO A LARGE EXTENT ☐ COMPLETELY ☐
3. Project activities	- Were tasks and deliverables achieved on time? - Are the project activities and deliverables relevant and useful? - Were project activities and outputs accessible to target groups and relevant stakeholders?	NO ☐ TO A SMALL EXTENT ☐ TO A LARGE EXTENT ☐

QC point	Issues to be addressed	Assessment
		COMPLETELY ☐
4. Partnership and cooperation	- Was communication between partners effective and satisfactory? - Has trust developed between partners? - Were partners committed to the project? - Are there any plans to develop future projects with the same consortium of partners?	NO ☐ TO A SMALL EXTENT ☐ TO A LARGE EXTENT ☐ COMPLETELY
5. Communication and dissemination	- Was there a good level of dissemination of project activities and outputs? - Was there a variety of activities for dissemination? - Was the project website fully functional and continuously updated?	NO ☐ TO A SMALL EXTENT ☐ TO A LARGE EXTENT ☐ COMPLETELY ☐
Any suggestions or comments?		☐

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Table of 'planned and achieved' deliverables and outcomes (to be filled in by the WP leaders)

Title and number of the WP	
Objectively verifiable indicators (OVIs)[3]	

Activities carried out to date to achieve this deliverable/outcome (Refer to the Workplan and the Narrative Summary of the Intervention Logic in the project description**)**

Task no	Task title	Start date	End date	Lead	Description of the activity carried out	OVIs

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[3] As shown in the Narrative Summary of the Intervention Logic in the project description (Part A).

Activities to be carried out to achieve this deliverable (before the end of the project)

Task no	Task title	Start date	End date	Lead	Description of the activity to be carried out	OVIs

Changes that have occurred in this deliverable from the original proposal:

Any other comments or suggestions:

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Title of the deliverable:

_____

Author(s) responsible for the deliverable:

_____

WP leader:

_____

QAC reviewer(s):

_____

QC point	Issues to be addressed	Assessment	Comments	Recommendations
1. Compliance with MORIN objectives	Does the deliverable comply with the overall objectives of the project?	NO ☐ TO A SMALL EXTENT ☐ TO A LARGE EXTENT ☐ COMPLETELY ☐		
2. Compliance with the specific objectives of the WP	Does the deliverable comply with the WP objectives as specified in the WP description?	NO ☐ TO A SMALL EXTENT ☐ TO A LARGE EXTENT ☐ COMPLETELY ☐		
3. Correspondence with the work description of the relevant activity	Does the deliverable correspond with the activity description as specified in the project description (Part A)?	NO ☐ TO A SMALL EXTENT ☐ TO A LARGE EXTENT ☐ COMPLETELY ☐		
4. Compliance with the deliverable format	Is the deliverable presented according to MORIN's deliverable format?	YES ☐ NO ☐		
5. Adequacy of complementary information (if any)	Examples of complementary info: - External sources used - References (author-date system, Chicago Manual of Style) - List of contacts (Table form) - Methodology used (described or not, i.e. for surveys)	YES ☐ NO ☐		
6. Adequacy of language and style	Level of written English Clarity and readability of the text	EXCELLENT ☐ VERY GOOD ☐ ADEQUATE ☐ POOR ☐		

QC point	Issues to be addressed	Assessment	Comments	Recommendations
Overall assessment and suggestions for improvement				
Submission date by QAC reviewer(s):				
Deadline for submitting the amended version of the deliverable:				

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Online satisfaction survey for MORIN activities/events
(to be administered online via Google forms and completed by the participants)

Dear participant,

You recently took part in the …. organised, in the framework of Erasmus+ KA2, CBHE, strand 1 project, "MORIN—Mobility Recognition for Integration" (ref. no. 101128376), by University ……, …… on …… 202……, in ……, ……… . We would like to know what you think about this event. The questionnaire contains only 10 items, and it takes no more than 5 minutes to complete. Your feedback is very valuable. It will help the consortium reflect on its own practices and enhance its performance. We would appreciate it a lot if you could submit your response no later than ……./202…… . Please note that this survey is intended to be submitted only by you, and you cannot forward the above link to any other recipient. The survey is anonymous.

Thank you very much for taking the time to fill it in!

1.   Overall, how would you rate this event?

Excellent
Very good
Good
Average
Below average
Poor

2.   On a scale from 0 to 10, considering your overall experience, how likely are you to recommend this event to a friend or colleague? (0 – very unlikely; 10 – highly likely)

0   1   2   3   4   5   6   7   8   9   10

3.   To what extent did the event meet your expectations?

More than expected
As expected
Less than expected

4.   How satisfied were you with the overall organisation of the event?

Very satisfied
Somewhat satisfied
Neither satisfied nor dissatisfied
Somewhat dissatisfied
Very dissatisfied

5.   How would you rate the following areas of the organisation of the event?

Arrangements
Very dissatisfied   Somewhat dissatisfied   Neither satisfied nor dissatisfied
Somewhat satisfied   Very satisfied

Registration
Very dissatisfied   Somewhat dissatisfied   Neither satisfied nor dissatisfied
Somewhat satisfied   Very satisfied

Communication with the participants
Very dissatisfied   Somewhat dissatisfied   Neither satisfied nor dissatisfied
Somewhat satisfied   Very satisfied

Staff
Very dissatisfied   Somewhat dissatisfied   Neither satisfied nor dissatisfied
Somewhat satisfied   Very satisfied

Content of the sessions
Very dissatisfied   Somewhat dissatisfied   Neither satisfied nor dissatisfied
Somewhat satisfied   Very satisfied

Number of the sessions

Very dissatisfied   Somewhat dissatisfied   Neither satisfied nor dissatisfied
Somewhat satisfied   Very satisfied

Duration of the sessions

Very dissatisfied   Somewhat dissatisfied   Neither satisfied nor dissatisfied
Somewhat satisfied   Very satisfied

Speakers

Very dissatisfied   Somewhat dissatisfied   Neither satisfied nor dissatisfied
Somewhat satisfied   Very satisfied

Venue

Very dissatisfied   Somewhat dissatisfied   Neither satisfied nor dissatisfied
Somewhat satisfied   Very satisfied

Time

Very dissatisfied   Somewhat dissatisfied   Neither satisfied nor dissatisfied
Somewhat satisfied   Very satisfied

6.   How satisfied were you with the networking opportunities at this event?

Very satisfied
Somewhat satisfied
Neither satisfied nor dissatisfied
Somewhat dissatisfied
Very dissatisfied

7.   What did you like most about this event?

_____
_____
_____

8.   What is your biggest takeaway from this event?

_____
_____
_____

9.   If you could change or leave out one thing from this event, what would it be?
_____
_____
_____

10.   Are there any topics or kind of activities you would like to see more of in the upcoming MORIN events?
_____
_____
_____

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Feedback report

(This is a summarized report of the findings from the Online satisfaction survey for MORIN activities/events.)

RESPONSE RATE: ……………../………………. (in percentage)

ACTIVITY/EVENT EVALUATION BY PARTICIPANTS *(in percentage)*

Overall rating of the activity/event	Excellent		Very good		Good	Average		Below average		Poor
Likelihood of recommending this event to a friend or colleague (0 – very unlikely; 10 – highly likely)	*1*	*2*	*3*	*3*	*5*	*6*	*7*	*8*	*9*	*10*
Activity/event expectations	More than expected			As expected			Less than expected			
Satisfaction with the overall organisation of the event/activity	Very satisfied		Somewhat satisfied		Neither satisfied nor dissatisfied		Somewhat dissatisfied		Very dissatisfied	
Rating of the following areas of the organisation of the event/activity:										
Arrangements										
Registration										

Communication with the participants					
Staff					
Content of the sessions					
Number of the sessions					
Duration of the sessions					
Speakers					
Venue					
Time					
Satisfaction with the networking opportunities at this event/activity					

Strengths and limitations of the event: please include comments received

What did you like most about this event?	• xx • xx
What is your biggest takeaway from this event?	• xx • xx
If you could change or leave out one thing from this event, what would it be?	• xx • xx
Are there any topics or kind of activities you would like to see more of in the upcoming MORIN events?	• xx • xx

ADDITIONAL COMMENTS (*to be filled out by the lead partner*)

Lessons learned

-
-
-

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The external evaluation form will be based on five evaluation areas and will be performed as a two-step process. Two forms will be used for this purpose. Form A will be completed by the external evaluators after receiving feedback from partners (Form B) and cross-checking it with independent feedback and inspection of the project activities/deliverables.

The evaluation areas: relevance, effectiveness, efficiency, impact, sustainability

These forms will be administered twice, one for each project year.

FORM A (to be completed by the external evaluators)

RELEVANCE *(How is the project responding/has responded to the needs and priorities of the WB HEIs?)*

QC point	More than expected	As expected	Less than expected	Comments or remarks
1. To what extent are the project's objectives meeting the real needs of participating organizations in the Western Balkans based on needs analysis and participation and deliverable surveys?				
2. To what extent does the project ensure building capacities of HEIs from the Western Balkan countries regarding learner-centered and skills-				

oriented recognition of regional mobility?				
3. To what extent does the pilot mobility system planned in the project impact the time-bound and measurable objectives of the proposal?				
4. To what extent will the project reduce the internationalization gap among students from WB partner HEIs to enhance youth employability?				

EFFECTIVENESS *(Are the project objectives being achieved?)*

QC point	More than expected	As expected	Less than expected	Comments or remarks
1. To what extent are the MORIN objectives achieved?				
2. To what extent are/were they realistic?				
3. To what extent are students more motivated to participate in mobility exchange in the WB HEIs?				
4. To what extent are recognition committee members of the importance of student-centered LO-based recognition of study periods abroad?				
5. What factors were crucial for the achievement or failure to achieve the MORIN				

objectives?	

EFFICIENCY *(Are the objectives achieved in a cost-efficient way?)*

QC point	More than expected	As expected	Less than expected	Comments or remarks
1. What is the cost-efficiency ratio? Is the relationship between input of resources and results achieved appropriately and justifiably?				
2. To what extent have partner resources been used efficiently (best value for money)?				
3. Were deliverables provided in time and impacts achieved within an appropriate time?				

IMPACT *(Does the project contribute to reaching higher level objectives?)*

QC point	Feedback
1. What has happened as a result of the MORIN project?	
2. What real difference has the updated recognition practice based on LOs made to the students?	
3. What real difference have the needs analysis and the regional mapping report made to the policy actors and other education stakeholders?	
4. What real difference has the self-assessment tool made to the WB partner HEIs?	

QC point	Feedback
5. How many HEIs have shown interest in using MORIN deliverables?	
6. What are the positive and negative, intended and unintended effects of MORIN activities and deliverables?	

SUSTAINABILITY *(Are the positive effects and impacts sustainable?)*

QC point	Feedback
1. To what extent will the self-assessment tool, the mobility repository, along with the guidelines for rewriting LOs be expected to continue after the project is finished?	
2. How self-supporting are the WB HEIs to continue to implement them?	
3. What can impede the sustainable implementation of MORIN mobility-related deliverables?	
4. To what extent are national and regional policy actors engaged to support the use of MORIN mobility-related deliverables?	

FORM B (to be completed online by WB partner representatives/contact persons)

Personal information

Name_____
Affiliation_____
Contact details_____

Project deliverables and outcomes

2. In your opinion, what are the *main deliverables* of the project?

3. What are the *most important outcomes* of the MORIN project?

4. Why do you think they are most important?

Project achievements

5. What are the three *most significant achievements* of the MORIN project?

6. Which MORIN activities/deliverables have had the most impact?

Impact

7. Which of the MORIN project activities, deliverables and/or outcomes have the potential to be mainstreamed?

Key messages

8. What are the main MORIN messages to deliver to the European Commission?

9. What are the main MORIN messages to be delivered to WB HEIs in the region and the respective HE ministries?

10. Any further comments about the MORIN project, its results and likely follow-up?

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Project website external review form (To be filled in by stakeholders)

QC point	Issues to be addressed	Description	Assessment
1. Usability	User-friendliness User satisfaction User engagement	-The MORIN project website is easy to use and navigate. - It meets my needs and goals. - It provides a positive user experience. - It is easy to share MORIN website contents.	NO ☐ TO A SMALL EXTENT ☐ TO A LARGE EXTENT ☐ COMPLETELY ☐
2. Usefulness	How valuable the users consider the specific features, functions, and data MORIN website makes available to them, such as information, functionality, interactivity, and privacy policy.	- The information provided is accurate, regularly updated and relevant. - It enables users to complete tasks, such as searching the site, submitting an online form, or using interactive design features. - It promotes interactions with users.	NO ☐ TO A SMALL EXTENT ☐ TO A LARGE EXTENT ☐ COMPLETELY ☐

QC point	Issues to be addressed	Description	Assessment
		- It has a privacy policy about collecting, using, and managing the personal data of users.	
3. Visual design	The aesthetics of the MORIN website and its related materials	- Images - Logos, visual identity - Colours - Fonts - Other features	NO ☐ TO A SMALL EXTENT ☐ TO A LARGE EXTENT ☐ COMPLETELY ☐
4. Adequacy of language and style	Precision Fluency	- Correctness of English - Clarity and readability of text	NO ☐ TO A SMALL EXTENT ☐ TO A LARGE EXTENT ☐ COMPLETELY ☐
Any suggestions or comments?			

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Event report

Author:	
Event title:	
Event date:	
Event venue:	
Type of event: (meeting, workshop, training, conference, promotional event, info day etc.)	
Short description:	
Organiser(s):	
Agenda:	Enter link to the agenda
Total number of participants:	
Links to further information:	e.g. MORIN website

EVENT ORGANISATION DETAILS

Invitation was sent off to participants on:	
Information Material was sent off to participants on:	
Date of initial participant list compilation:	
Date of final participant list compilation:	
Total number of participants invited	
Date of agenda finalisation:	

PROBLEMS ENCOUNTERED DURING THE EVENT PREPARATION PHASE

(To be filled by organisers)

If you have not met with any problems in that phase, please fill in "N/A."

EVENT IMPLEMENTATION – COMMENTS BY PARTNERS

WP leader
Please add your comments, if any

Task leader
Please add your comments, if any