



EVALUATION AND QUALITY CONTROL PLAN

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EVALUATION AND QUALITY CONTROL PLAN

1. INTRODUCTION

The current document provides an overview of the different project activities aimed at ensuring the evaluation and quality control of UNICAC results and outputs, which is included in the project proposal under WP6.

It includes a detailed description of the activities, resources, timelines and partners' contributions required to successfully implement the evaluation and quality control strategies, as well as provides a set of questionnaires and other relevant tools to evaluate project performance and insight on the activities' indicators that the project should comply with.

The plan also incorporates a Mobility Report template that will be used to gather relevant information about mobility actions carried out during the project. This report will be useful to evaluate the quality of the implemented activities.

Whereas WP6 is coordinated by INCOMA, all partners will contribute to the implementation of the evaluation and quality control strategies detailed below.

2. EVALUATION AND QUALITY CONTROL STRATEGIES

Quality control will be an integral part of UNICAC, in order to ensure that project objectives are met in the most effective way. For that purpose, the defined evaluation and control strategy will be implemented throughout the entire project lifecycle and will require the collaboration of the entire Consortium, as well as of third, external parties, namely the attendees of beneficiaries of events and the members of the Advisory Board.

The current WP is coordinated by INCOMA that will perform an **internal evaluation of the project** during its entire duration and encompassing all relevant aspects of activities, trainings and events. This will be achieved by:

- Collecting feedback on the quality of delivered trainings and services via direct questionnaires and surveys of participants.

For this purpose, INCOMA has developed a set of standard questionnaires to be distributed among the attendees and beneficiaries of the different activities and events to be implemented throughout the project lifecycle.

When possible, INCOMA will directly collect answers and feedback; however, when direct involvement is not possible, project partners will be responsible for collecting these answers and feedback in accordance with the guidelines and format provided by the WP leader.



Even though a set of questionnaires has already been developed based on the WP coordinator’s experience, additional templates may be prepared according to the detected needs of the Consortium. On the other hand, the Consortium will favour the implementation of online questionnaires whenever possible. In such cases, INCOMA will provide the appropriate links to the online surveys to Consortium members according to their needs.

- Implementing direct onsite observation activities, in which INCOMA will participate in project activities and trainings with the specific purpose of personally evaluating them, apart from the feedback to be collected from participants as described above.

Indeed, UNICAC foresees 2 direct participant observation and monitoring activities (activity 1.2 *Practical missions to EU HEIS* in Italy (IT) and activity 2.2 *1ST Training Module: Organisation and Management of International Relations Office* in Uzbekistan (UZ). These will be complemented by additional direct observations actions carried out during in activities taking place in Seville (1.2 and 2.6) and during Network Conferences (WP5) in which INCOMA will participate as part of the technical implementation of the project, thus taking the opportunity to further enrich the project evaluation and quality control.

Feedback will be collected through a special form created and included in section 6.

- Carrying out an overall monitoring of project activities. As WP leader, INCOMA will implement an overall monitoring of all project activities, in order to ensure that all quantitative and qualitative indicators are met, namely those included in sections 2.1. (Short-term and long-term indicators as per the proposal) and 3.1. (Indicators of achievement per each WP and related activities). To the same purpose, a follow up of the mobility activities will be carried out with the support of the Mobility Reports filled in by the participants.

Apart from the feedback and evaluation of external participants involved in project activities, the project also foresees an **External evaluation** by an independent expert. This external evaluator will be subcontracted based on the publication of Terms of Reference that will include specific information regarding the objectives, criteria, questions and indicators.

The External evaluation will be focused on the technical evaluation of activities, results and impacts of the project. This external evaluator will use on-line tools (e-mails, videoconferences etc.) and will participate in key activities and meetings.

2.1. SHORT-TERM AND LONG-TERM INDICATORS

The assessment of project impact will be determined by the following short-term and long-term indicators, as included in the application form.

SHORT TERM IMPACT	TARGET GROUPS/POTENTIAL BENEFICIARIES	QUANTITATIVE INDICATORS	QUALITATIVE INDICATORS
International Mobility for training	-Students - Professors - PhD students	- 62 students participate in the international mobility.	- Support from EU partners;



<p>and Cooperation – Pilot testing</p>		<ul style="list-style-type: none"> - 28 professors and not academic staff participate in the international mobility. - Virtual mobilities: Professors from HEI partners provide coaching to 14 PhD students from PC HEIs. 	<ul style="list-style-type: none"> - Collaboration between EU and PC HEI throughout the process and identification of forms of future collaboration; - Evaluation of Satisfaction of actors involved.
<p>Capacity building activities for IRO staff members</p>	<ul style="list-style-type: none"> - Staff members from IRO in PC HEIs; - Representatives of HEIs from PC not directly involved in the project 	<ul style="list-style-type: none"> - PC HEIs involve 2 staff members in each of the 4 training modules; - PC HEIs involve 1 staff member in the practical training for IR staff; - Up to 5 staff from other PC HEIs not directly involved in the project will participate in each of the 4 training modules; - 1 staff member from each EU partner involved in the 4th Training Module (WP2); - PC HEIs involve 2 staff members in the training and Management of Mobility Projects (During the 4th training). 	<ul style="list-style-type: none"> -Development and publishing of Best Practices Manual (Practical Toolkit): Organisation and Management of IROs and IC. -Representatives of PC HEIs not directly involve in the project access to Best Practices Manual: Organisation and Management of IROs and IC. - All partners actively involved in collaborative training “EU- Central Asia-China cooperation with special focus on HE” (4th Training in P2)
<p>Seminars</p>	<ul style="list-style-type: none"> - IRO technicians and technical coordinators - Entire academic community in PC, including professors and students - Other education actors in PC. 	<ul style="list-style-type: none"> - 1 Seminar in each PC HEI about “Raising Standards in T/L through international cooperation” - 1 Seminar in each PC HEI about “Boosting Research Capacities through International Cooperation” - 15 staff from PC HEIs will participate in each seminar; -Up to 5 staff from other PC HEIs will participate in each seminar. 	<ul style="list-style-type: none"> - Development, publishing and distribution of the best practices book “International Cooperation in T/L/R”; - Development of National Recommendations for International Cooperation in T/L/R in PC; - Other education actors in PC participate in the seminars.



LONG TERM IMPACT	TARGET GROUPS/POTENTIAL BENEFICIARIES	QUANTITATIVE INDICATORS	QUALITATIVE INDICATORS
Collaboration agreements between partner HEIs	<ul style="list-style-type: none"> - Management staff of International Relations and/or International Cooperation; - Staff members from IROs (technicians and technical coordinators); - Indirect: Entire students and academic community of the involved universities. 	<ul style="list-style-type: none"> - 3 agreements: They should be signed by partners' LEARs. 	Development and signing of collaboration agreements between partner HEIs
Creation of a libraries' exchange system	<ul style="list-style-type: none"> - Professors - Students - Librarians - Administrative staff 	<ul style="list-style-type: none"> - 1 Capacity Building training organized by P1. -Set up of a Libraries' exchange system. 	Creation of a libraries' exchange system
Cross-regional network	<ul style="list-style-type: none"> - Wider public including PC HEIs not directly involved in the project; - International academic community - Social partners (enterprises, NGOs), - Students - Professional organisations; - National and international networks. 	<ul style="list-style-type: none"> - Joint International Conference: International Cooperation policies and Strategies in HEIs (at least 60 participants) – IET TSUC (TJ) - Joint International Conference: Cooperation in Teaching/Learning/Research (at least 60 participants)- NPU (CN) - Final Network Conference (at least 80 participants). TUIT with the support from NUUZ (UZ) - 1 specific session about ERASMUS+ in each conference. 	Cross-regional network

2.2. OVERVIEW OF PROJECT MONTHS

In order to facilitate the reading of the current document, below is an overview of project months.

PROJECT MONTH	YEAR	MONTH	FROM	TO
M1	1	1	15-01-2019	14-02-2019



M2	1	2	15-02-2019	14-03-2019
M3	1	3	15-03-2019	14-04-2019
M4	1	4	15-04-2019	14-05-2019
M5	1	5	15-05-2019	14-06-2019
M6	1	6	15-06-2019	14-07-2019
M7	1	7	15-07-2019	14-08-2019
M8	1	8	15-08-2019	14-09-2019
M9	1	9	15-09-2019	14-10-2019
M10	1	10	15-10-2019	14-11-2019
M11	1	11	15-11-2019	14-12-2020
M12	1	12	15-12-2020	14-01-2020
M13	2	1	15-01-2020	14-02-2020
M14	2	2	15-02-2020	14-03-2020
M15	2	3	15-03-2020	14-04-2020
M16	2	4	15-04-2020	14-05-2020
M17	2	5	15-05-2020	14-06-2020
M18	2	6	15-06-2020	14-07-2020
M19	2	7	15-07-2020	14-08-2020
M20	2	8	15-08-2020	14-09-2020
M21	2	9	15-09-2020	14-10-2020
M22	2	10	15-10-2020	14-11-2020
M23	2	11	15-11-2020	14-12-2021
M24	2	12	15-12-2021	14-01-2021
M25	3	1	15-01-2021	14-02-2021
M26	3	2	15-02-2021	14-03-2021
M27	3	3	15-03-2021	14-04-2021
M28	3	4	15-04-2021	14-05-2021
M29	3	5	15-05-2021	14-06-2021
M30	3	6	15-06-2021	14-07-2021
M31	3	7	15-07-2021	14-08-2021
M32	3	8	15-08-2021	14-09-2021
M33	3	9	15-09-2020	14-10-2021
M34	3	10	15-10-2021	14-11-2021
M35	3	11	15-11-2021	14-12-2021
M36	3	12	15-12-2021	14-01-2022



3. INTERNAL EVALUATION

The current section includes detailed information on the indicators to be achieved in each WP and related activities, which is especially relevant for monitoring purposes. Indeed, as explained previously, WP6 includes an overall monitoring of project activities, aimed at ensuring that actions comply with the different indicators included in the proposal and defined at the preparation stage.

It was considered appropriate the inclusion of detailed information on all project activities, as it will facilitate partners' actions and provides a clear overview of the timeline, required resources, expected outcomes and supporting documents required from the Consortium.

3.1. INDICATORS OF ACHIEVEMENT PER WP

3.1.1. WP1 - POLICY AND STRATEGIC PLANNING FOR CROSS- REGIONAL COOPERATION AND INTERNATIONALISATION IN HEI

The objective of WP1 is to equip Partner Countries (PC) HEIs with solid strategic expertise in the development and implementation of coherent institutional internationalisation cooperation policies. The main result of WP1 will be the definition, revision and adaptation of Strategic Plans for International Cooperation (SPIC) in the involved PC HEIs, including considerations of their needs and local context, internationalisation potentials and goals, definition of success indicators and remedial actions.

Activity 1.1 – Introductory seminar: Cross- regional cooperation and Internationalisation Strategies in HEIs

INDICATORS	
DELIVERY DATE(S)	Analysis and preparation of materials – M1 to M3 Introductory seminar – M3
PARTICIPANTS/TARGET GROUPS	7 technicians (1 per PC HEI) and 7 technical coordinators (1 per PC HEI) of International Relations and International Cooperation - 14 participants in total
OUTPUTS/RESULTS	<ul style="list-style-type: none"> - Analysis and preparation of materials - Implementation of an introductory seminar in Seville, Spain - Collection of feedback on the quality of the activity - INCOMA will carry out an additional onsite observation (Evaluation and Quality Control)
PARTICIPATING INSTITUTIONS	Hosting institution: US Participating institutions: All partners Evaluation and Quality Control: INCOMA
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	<ul style="list-style-type: none"> - Materials produced - Agenda - Certificate of attendance awarded to participants - Participants satisfaction survey



	- Attendance list
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Activity 1.2 – Practical Missions to transfer Knowledge

INDICATORS	
DELIVERY DATE(S)	- Practical 3-day missions to US, HWU and FHJ – M4 - Development of materials for self-study and preparation – M4 to M8
PARTICIPANTS/TARGET GROUPS	7 technicians (1 per PC HEI) and 7 technical coordinators (1 per PC HEI) of International Relations and International Cooperation - 14 participants in total
OUTPUTS/RESULTS	- Practical 2-day missions to US, UNITO and LAUREA - Materials for self-study and preparation - Collection of feedback on the quality of the activity
PARTICIPATING INSTITUTIONS	Hosting institutions: US, UNITO and LAUREA Participating institutions: TUIT, NUUz, KhoGU, IET TSUC, XJU, NPU, NWAUFU. Evaluation and Quality Control: INCOMA
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	- Materials produced for self-study - Agenda - Certificate of attendance awarded to participants - Participants satisfaction survey - Attendance list

Activity 1.3 – Workshop on preparation of SPIC

INDICATORS	
DELIVERY DATE(S)	M11
PARTICIPANTS/TARGET GROUPS	16 participants in total: 1 IR technician and 1 IR technical coordinator from each HEI in TJ and CN); 2 participants from TUIT (1 IR technician and 1 technical coordinator - national mobility) and 2 participants from the hosting institution (1 IR technician and 1 IR technical coordinator); plus 2 experts from US.
OUTPUTS/RESULTS	- Development of training materials - Delivery of a 5-day workshop in Tashkent (UZ) - Collection of feedback on the quality of the activity
PARTICIPATING INSTITUTIONS	Hosting institution: NUUZ (UZ) Participating institutions: TUIT, NUUz, KhoGU, IET TSUC, XJU, NPU, NWAUFU Trainer: US Evaluation and Quality Control: INCOMA
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	- Materials produced - Agenda - Certificate of attendance awarded to participants - Participants satisfaction survey - Attendance list



Activity 1.4 – Drafting and review of Strategic Plans for International Cooperation (SPIC)

INDICATORS	
DELIVERY DATE(S)	- First version of SPIC – M14 to M22 - Revision of SPIC – M20 - Final version of SPIC – M25
PARTICIPANTS/TARGET GROUPS	SPIC target groups include: staff members (technical coordinators and technicians) working in International Relations and International Cooperation, HEI managerial staff responsible for IR and/or IC and the entire academic community, including students and teaching staff
OUTPUTS/RESULTS	- Development of Strategic Plans for International Cooperation (SPIC) in all 7 PC HEIs
PARTICIPATING INSTITUTIONS	TUIT, NUUz, KhoGU, IET TSUC, XJU, NPU, NWAUFU Support from EU partners
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	- Materials produces (interim and final versions of SPIC; documents supporting the presentation of SPIC) - Documents supporting the online consultation process

3.1.2. WP2 - HUMAN CAPACITY BUILDING - INTERNATIONAL RELATIONS STAFF

The objective of WP2 is to provide the staff of PC IROs (technical coordinators and technicians) with managerial expertise and specific skills in several thematic areas related to the efficient administration of IRO and development of IR and IC policies and services. This will be achieved by specific training prepared and delivered by EU HEI staff members participating in the project.

Activity 2.1 – Detailed Training Plan

INDICATORS	
DELIVERY DATE(S)	- Staff selection procedures and identification of learning needs – M3 to M6 - Development of training materials – M5 to M8
PARTICIPANTS/TARGET GROUPS	Technical staff from IRO from PC HEI
OUTPUTS/RESULTS	- Staff selection - Definition of learning needs - Distribution of topics between the partners and selection of trainers (EU partners) - Development of training materials
PARTICIPATING INSTITUTIONS	US, UNITO, LAUREA, in coordination with TUIT, NUUz, KhoGU, IET TSUC, XJU, NPU, NWAUFU
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	- Training materials produced - Documents supporting the definition of Learning results - Detailed training plan



Activity 2.2 - 1st Training Module: Organisation and Management of IROs

INDICATORS	
DELIVERY DATE(S)	M8
PARTICIPANTS/TARGET GROUPS	A total of 16 participants - 1 IR technician and 1 IR technical coordinator from each HEI in TJ and CN; 2 participants from NUUZ (1 IR technician and 1 technical coordinator - national mobility) and 2 participants from the hosting institution (1 IR technician and 1 IR technical coordinator); plus 2 experts from UNITO. Additionally, 5 free places will be offered to the local environment of the host institution (students, staff of local HEIs not directly involved in the project)
OUTPUTS/RESULTS	<ul style="list-style-type: none"> - Organisation of the 1st Training Module in Tashkent (UZ) - Collection of feedback on the quality of the activity - INCOMA will carry out a direct onsite monitoring (Evaluation and Quality Control)
PARTICIPATING INSTITUTIONS	Hosting institution: TUIT Participating institutions: NUUZ, KhoGU, IET TSUC, XJU, NPU, NWAUFU Trainer: UNITO Evaluation and Quality Control: INCOMA
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	<ul style="list-style-type: none"> - Materials produced - Agenda - Certificate of attendance awarded to participants - Participants satisfaction survey - Attendance list

Activity 2.3 - 2nd Training Module: International Cooperation Agreements and Networks and Funding Opportunities

INDICATORS	
DELIVERY DATE(S)	M9
PARTICIPANTS/TARGET GROUPS	A total of 16 participants - 1 IR technician and 1 IR technical coordinator from each HEI in UZ and CN); 2 participants from KhoGU (1 IR technician and 1 technical coordinator - national mobility) and 2 participants from the hosting institution (1 IR technician and 1 IR technical coordinator); plus 2 experts from LAUREA. Additionally, 5 free places will be offered to the local environment of the host institution (students, staff of local HEIs not directly involved in the project).
OUTPUTS/RESULTS	<ul style="list-style-type: none"> - Organisation of the 2nd Training Module in Khujand (TJ) - Collection of feedback on the quality of the activity
PARTICIPATING INSTITUTIONS	Hosting institution: IET TSUC Participating institutions: NUUZ, KhoGU, IET TSUC, XJU, NPU, NWAUFU Trainer: LAUREA



	Evaluation and Quality Control: INCOMA
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	<ul style="list-style-type: none"> - Materials produced - Agenda - Certificate of attendance awarded to participants - Participants satisfaction survey - Attendance list

Activity 2.4 - 3rd Training Module: Academic teaching and research cooperation tools, methodologies and best practices.

INDICATORS	
DELIVERY DATE(S)	M11
PARTICIPANTS/TARGET GROUPS	<p>A total of 16 participants - 1 IR technician and 1 IR technical coordinator from each HEI in UZ and TJ); 2 participants from XJU and NWAUFU (1 IR technician and 1 technical coordinator - national mobility) and 2 participants from the hosting institution (1 IR technician and 1 IR technical coordinator); plus 2 experts from US.</p> <p>Additionally, 5 free places will be offered to the local environment of the host institution (students, staff of local HEIs not directly involved in the project)</p>
OUTPUTS/RESULTS	<ul style="list-style-type: none"> - Organisation of the 3rd Training Module in Xi'an (CN) - Collection of feedback on the quality of the activity
PARTICIPATING INSTITUTIONS	<p>Hosting institution: NPU</p> <p>Participating institutions: NUUz, KhoGU, IET TSUC, XJU, NPU, NWAUFU</p> <p>Trainer: US</p> <p>Evaluation and Quality Control: INCOMA</p>
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	<ul style="list-style-type: none"> - Materials produced - Agenda - Certificate of attendance awarded to participants - Participants satisfaction survey - Attendance list

Activity 2.5 - 4th Training Module: EU- Central Asia – China cooperation with special focus on HE

INDICATORS	
DELIVERY DATE(S)	M11
PARTICIPANTS/TARGET GROUPS	<p>A total of 16 participants - 1 IR technician and 1 IR technical coordinator from each HEI in UZ, TJ and CN; 1 participant from each EU HEI in ES, IT and FI plus 1 expert from INCOMA.</p> <p>This training will be followed by a workshop about the management of international mobility actions with a duration of 2 days to be delivered by INCOMA in IT.</p>



	Additionally, 5 free places will be offered to the local environment of the host institution (students, staff of local HEIs not directly involved in the project)
OUTPUTS/RESULTS	<ul style="list-style-type: none"> - Organisation of the 4th Training Module in Torino (IT) - Collection of feedback on the quality of the activity
PARTICIPATING INSTITUTIONS	<p>Participating institutions NUUZ, KhoGU, IET TSUC, XJU, NPU, NWAUFU Trainer: INCOMA Evaluation and Quality Control: INCOMA</p>
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	<ul style="list-style-type: none"> - Materials produced - Agenda - Certificate of attendance awarded to participants - Participants satisfaction survey - Documents supporting the delivery of the training

Activity 2.6 - Practical Training of IR staff

INDICATORS	
DELIVERY DATE(S)	M10 and 11
PARTICIPANTS/TARGET GROUPS	<p>7 PC HEI technical coordinators/technicians (1 participant per PC HEI) to the seminar on the management of mobility actions.</p> <p>1 participant from NUUZ, 1 participant from TUIT and 1 participant from NWAUFU will go to US; 1 participant from KhoGU and 1 participant from IET TSUC will go to UNITO; 1 participant from NPU and 1 participant from XJU will go to LAUREA.</p>
OUTPUTS/RESULTS	<ul style="list-style-type: none"> - Seminar about the management of mobility actions organised and delivered by INCOMA. - Practical training in EU HEIs' IRO (2 staff members will visit US, 2 will visit UNITO and 2 will visit LAUREA) - Collection of feedback on the quality of the activities - INCOMA will carry out an additional onsite observation in Seville (Evaluation and Quality Control)
PARTICIPATING INSTITUTIONS	All partners
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	<ul style="list-style-type: none"> - Materials produced - Certificate of attendance awarded to participants - Participants satisfaction survey - Attendance list

Activity 2.7 – Practical Toolkit: Organisation and Management of IR and IC

INDICATORS	
DELIVERY DATE(S)	M8 to M12



PARTICIPANTS/TARGET GROUPS	Target groups include: Staff members and management staff involved in International Relations and/or International Cooperation in PC; the entire university community in PC.
OUTPUTS/RESULTS	- Practical Toolkit that will serve as a guidebook on the organisation, modernisation and management of IR and IC within HEI
PARTICIPATING INSTITUTIONS	All partners
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	- Materials produced (interim and final version of Practical Toolkit)

3.1.3. WP3 - DEVELOPMENT OF POTENTIALS FOR INTERNATIONALISATION IN TEACHING/LEARNING/RESEARCH (T/L/R)

The objective of WP 3 is to foster internationalisation in T/L/R and show the benefits of opening HEI to international experiences in these essential aspects of the lives of HEI. The core of activities foreseen will take place during Y2, because it is assumed that the human capacity building under WP2 is finished. As we plan to give a positive and practical orientation to the approach to this WP, we have planned a pilot cooperation and coaching by EU partners during Y2 and Y3.

Activity 3.1 - Benchmarking of internationalisation and cooperation potentials in T/L/R

INDICATORS	
DELIVERY DATE(S)	- Creation of Working Groups - M13 to M15 - Virtual Working Groups meetings – M15 to M18 - In-depth analysis – M15 to M18
PARTICIPANTS/TARGET GROUPS	Target groups include: Staff members and management staff involved International Relations and International Cooperation; entire university community in PC HEI, including students and professors; library staff in charge of research; other educational institutions in PC.
OUTPUTS/RESULTS	- Creation of working groups (WG), also including interested non-beneficiary HEI - Realisation of virtual WG's meetings that will take place online to save costs. - In-depth analysis and identification of best practices in T/L/R
PARTICIPATING INSTITUTIONS	All partners
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	Materials and outputs produced by the Working Groups: - minutes from the virtual WG meetings - best practices identified



Activity 3.2 - On-site seminar “Raising Standards in T/L through international cooperation”

INDICATORS	
DELIVERY DATE(S)	- Preparation – M17 to M19 - Implementation of the seminar – M19
PARTICIPANTS/TARGET GROUPS	Each PC HEI will involve 5 participants in the seminar, including institutional participants (IR and IC technicians, technical coordinators and management staff, professors and students) and participants from other PC HEI
OUTPUTS/RESULTS	- Preparation of seminar materials - Organisation of one on-site seminar in each PC HEI (US will send 2 experts to implement the seminars in CN; UNITO will send 2 experts to implement in the seminars in TJ; and LAUREA will send 2 experts to implement the seminars in UZ) - Collection of feedback on the quality of the activity
PARTICIPATING INSTITUTIONS	Hosting institutions: NUUz, KhoGU, IET TSUC, XJU, NPU, NWFU Trainers: US, UNITO, LAUREA Evaluation and Quality Control: INCOMA
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	- Materials produced - Agenda - Certificate of attendance awarded to participants - Participants satisfaction survey - Attendance list

Activity 3.3 - On-site seminar “Boosting Research Capacities through International Cooperation”

INDICATORS	
DELIVERY DATE(S)	- Preparation – M17 to M19 - Implementation of the seminar – M19
PARTICIPANTS/TARGET GROUPS	Each PC HEI will involve 5 participants in the seminar, including institutional participants (IR and IC technicians, technical coordinators and management staff, professors and students) and participants from other PC HEI
OUTPUTS/RESULTS	- Preparation of seminar materials - Organisation of one on-site seminar in each PC HEI (US will send 2 experts to implement the seminars in UZ; UNITO will send 2 experts to implement in the seminars in CN; and LAUREA will send 2 experts to implement the seminars in TJ) - Collection of feedback on the quality of the activity.
PARTICIPATING INSTITUTIONS	Hosting institutions: NUUz, KhoGU, IET TSUC, XJU, NPU, NWFU Trainers: US, UNITO, LAUREA Evaluation and Quality Control: INCOMA
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	- Materials produced - Agenda - Certificate of attendance awarded to participants



	<ul style="list-style-type: none"> - Participants satisfaction survey - Attendance list
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Activity 3.4 - Best Practices Book: International Cooperation in T/L/R

INDICATORS	
DELIVERY DATE(S)	M20 to M23
PARTICIPANTS/TARGET GROUPS	Target groups include: IR and IC technicians, technical coordinators and management staff; the entire university community at PC HEI, including professors and students; other interested PC HEI
OUTPUTS/RESULTS	- Publication and distribution of the Best Practices Book on International Cooperation in T/L/R
PARTICIPATING INSTITUTIONS	All partners
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	- Materials produced (interim and final version of Manual)

Activity 3.5 - National and Cross-Regional Recommendations for International Cooperation in T/L/R

INDICATORS	
DELIVERY DATE(S)	M20 to M26
PARTICIPANTS/TARGET GROUPS	Target groups include: PC HEI participating in the project and other non-beneficiary PC HEI
OUTPUTS/RESULTS	- Development and approval of national recommendations (NR) in UZ, TJ and CN as well as Regional recommendations to support cooperation among those three countries or others in Central – Asia and China.
PARTICIPATING INSTITUTIONS	All partners
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	- Materials produced (interim and final version of National and Regional Recommendations)

Activity 3.6 - Design of the UNICAC cooperation framework

INDICATORS	
DELIVERY DATE(S)	M22 to M24
PARTICIPANTS/TARGET GROUPS	Target groups include: PC HEI participating in the project and other non-beneficiary PC HEI
OUTPUTS/RESULTS	- Design of the UNICAC cooperation framework will be based on the outcomes of BP identification (3.1) and the seminars (3.2 and 3.3) and will also take into consideration the NR developed in PC (3.5).



PARTICIPATING INSTITUTIONS	All partners
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	- Materials produced (interim and final version of cooperation framework)

Activity 3.7 - Pilot Testing: Mobility actions of students and professors

INDICATORS	
DELIVERY DATE(S)	- Coaching and PhD supervision – M18 to M36 - Pilot testing – M23 to M34 - Identification of collaborative projects – M20 to M36
PARTICIPANTS/TARGET GROUPS	- Coaching and PhD supervision in PC - 14 young researchers (2 from each PC HEI) - Mobilities of students and professors. A total of 62 students will spend 2 weeks in international HEI and 28 professors will spend 1 -2 weeks in international HEIs.
OUTPUTS/RESULTS	- Coaching and PhD supervision in PC, with no extra mobilities (online/virtual) - Mobilities of students and professors in order to test the possibilities of cross-regional (Central Asia - China) and international (Europe-Central Asia - China) mobility cooperation - Identification of 3 joint collaborative projects - Collection of feedback on the quality of the activity - INCOMA will carry out an additional onsite observation in Seville (Evaluation and Quality Control)
PARTICIPATING INSTITUTIONS	All partners
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	- Materials produced (identification of collaborative projects) - Certificate of attendance awarded to participants - Participants satisfaction survey - Attendance list - Mobility report

3.1.4. WP4 - INFRASTRUCTURAL MEASURES

WP4 includes infrastructure up-grading in the PC IROs with the necessary equipment and also the development of a Libraries' exchange system, which is a highly cost-efficient and effective mean to get a free access to existing national and international research sources and databases.



Activity 4.1 - Upgrading of IR infrastructure

INDICATORS	
DELIVERY DATE(S)	- Structural office upgrading – M8 to M12 - Setting-up and updating of IROs webpages – M11 to M15, M21, M27 and M33
PARTICIPANTS/TARGET GROUPS	Direct participants include IRO and IT staff members from PC HEI and US Target groups are the different beneficiaries of IRO in PC HEI
OUTPUTS/RESULTS	- Structural office upgrading by purchase and installation of equipment in the early phase of the project - Setting-up and updating of IRO webpages - The work will be done online between the IT department of US and PC HEIs
PARTICIPATING INSTITUTIONS	US, NUUz, KhoGU, IET TSUC, XJU, NPU, NWAUFU
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	- Documents supporting the upgrading of equipment - Documents supporting the setting-up of webpages (screenshots, links, etc.)

Activity 4.2 - Creation of Libraries' exchange system

INDICATORS	
DELIVERY DATE(S)	M20 and M21
PARTICIPANTS/TARGET GROUPS	Direct participants include IRO and IT staff members from PC HEIs and US Target groups are the different beneficiaries of IROs in PC HEIs
OUTPUTS/RESULTS	- Purchase of equipment - Us will organise and host one visit for PC HEIs- 1 participant per PC HEI- 4 working days. The rest of the work will be done online to save costs.
PARTICIPATING INSTITUTIONS	US, NUUz, KhoGU, IET TSUC, XJU, NPU, NWAUFU
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	- Documents supporting the creation of the international library gateway (screenshots, links, etc.)



3.1.5. WP5 - CROSS-REGIONAL NETWORK FOR INTERNATIONALISATION AND COOPERATION

The creation of a Cross- Regional Network for Internationalisation and Cooperation is a leading objective of this proposal. The network should serve as a platform for a multi-regional and international dialogue about the international cooperation in Higher Education, provide opportunities for finding synergies between its members and strengthen ties.

The establishment of the network will start early in the project with the overall definition of its mission and membership policy. Also it is foreseen the establishment of a permanent Network Secretariat.

Activity 5.1 - Network creation

INDICATORS	
DELIVERY DATE(S)	M7 to M15
PARTICIPANTS/TARGET GROUPS	Target groups include: EU and PC HEIs staff members (technical coordinators and technicians) and management staff involved in International Relations and International Cooperation; the entire university community of EU and PC HEI, including students and professors; HEI not directly involved in the project
OUTPUTS/RESULTS	- Discussion and development of the network mission, membership policy, financing and definition of a Permanent Secretariat
PARTICIPATING INSTITUTIONS	All partners
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	- Documents supporting the network creation and the definition of its main aspects - Documents supporting the management of membership requests - Document containing the network mission, membership policy, financing and promotion

Activity 5.2 - Network Conferences

INDICATORS	
DELIVERY DATE(S)	- First network conference – M17 - Second network conference – M26 - Final conference – M35
PARTICIPANTS/TARGET GROUPS	All partners will participate in the Conferences: PC HEIs participate with 2 participants (1 technician and 1 technical coordinator) except for the Final Conference where 3 participants will be involved. Target groups include: PC HEI staff members (technical coordinators and technicians) and management staff involved in International Relations and International Cooperation; the entire university community of EU and PC HEI, including students and professors; HEI not directly involved in the project.



	Attendees: 60 participants in 1 st and 2 nd Conference. 80 participants for the Final Conference.
OUTPUTS/RESULTS	<ul style="list-style-type: none"> - First network conference on “Internationalisation policies and Strategies in HEIs” – Khujand (TJ) - Second network conference on “Cooperation in T/L/R - Xi’an (CN) - Final network conference - Tashkent (UZ) - Collection of feedback on the quality of the events
UZ	All partners
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	<ul style="list-style-type: none"> - Materials produced - Agenda - Certificate of attendance awarded to participants - Participants satisfaction survey - Attendance list - Inclusion of the activity in the dissemination matrix

3.1.6. WP6 - QUALITY CONTROL PLAN

As explained previously, Quality control will be an integral part of the project in order to ensure that objectives are met in the most effective way. This will be achieved through the implementation of the following activities.

Activity 6.1 – Evaluation and Quality Assurance Plan

INDICATORS	
DELIVERY DATE(S)	-Evaluation and Quality Assurance Plan– M1 to M2
PARTICIPANTS/TARGET GROUPS	-Beneficiaries and participants in the different training activities and events
OUTPUTS/RESULTS	<ul style="list-style-type: none"> - Set-up of the Advisory Board (1 member per participating country – 7 members in total) - Collection of feedback and inputs
PARTICIPATING INSTITUTIONS	All partners, Advisory Board members
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	- Evaluation and Quality Assurance Plan

Activity 6.2 - Internal Evaluation

INDICATORS	
DELIVERY DATE(S)	M2 to M36
PARTICIPANTS/TARGET GROUPS	Beneficiaries and participants in the different training activities and events
OUTPUTS/RESULTS	- Collection of feedback on the quality of events and training activities



	<ul style="list-style-type: none"> - Implementation of direct on-site observation and monitoring of events and training activities - Mid-term and final evaluation reports
PARTICIPATING INSTITUTIONS	All partners
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	- Evaluation reports produced

Activity 6.3 – External Evaluation

INDICATORS	
DELIVERY DATE(S)	M2 to M36
PARTICIPANTS/TARGET GROUPS	Independent expert
OUTPUTS/RESULTS	- Technical evaluation of activities, results and impacts of the project + feedback about the direction of the works and recommendations for improvement.
PARTICIPATING INSTITUTIONS	All partners
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	- Evaluation reports produced

Activity 6.4 – Financial audit

INDICATORS	
DELIVERY DATE(S)	M2 to M36
PARTICIPANTS/TARGET GROUPS	Consortium members
OUTPUTS/RESULTS	- Financial audit at the end of project execution
PARTICIPATING INSTITUTIONS	All partners
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	- Financial audit report



3.1.7. WP7 - DISSEMINATION

To guarantee the high potential for multiplication and to disseminate the project results at institutional, national and international levels, dissemination activities are an integral part of the project and will be implemented from the very beginning. The project foresees multiple awareness raising actions both internally (at the level of the involved institutions) and externally (national and international level).

Particular attention has been paid to the dissemination actions at national level of the PC in order to ensure that the impact of the project goes beyond the institutions directly involved. In relation to this and regarding the special nature of the project, quite a large part of activities is integrated within the Development and Sustainability WPs (e.g. Network activities and conferences, several national roundtables).

Activity 7.1 – Project visual identity

INDICATORS	
DELIVERY DATE(S)	- Develop and implementation of marketing strategies – M1 to M36 - Newsletters – M6, M12, M18, M24, M30 and M36
PARTICIPANTS/TARGET GROUPS	Target groups include: Wider public including PC HEI not directly involved in the project, international academic community, Social partners (enterprises, NGOs), Students community; Professional organizations and national and international networks
OUTPUTS/RESULTS	- Development and dissemination of project marketing materials including a project book and a comprehensive project marketing package (project logo, posters, leaflets, brochures, promotional material for round tables & info events, standard press releases); - Electronic newsletters every 6 months. Newsletters will be accompanied by press releases in newspapers on a regular basis.
PARTICIPATING INSTITUTIONS	All partners
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	- Documents supporting the marketing materials produced - Newsletters produced - Inclusion of activities in the dissemination matrix

Activity 7.2 - Project and Network Webpage

INDICATORS	
DELIVERY DATE(S)	M2 to M36
PARTICIPANTS/TARGET GROUPS	Target groups include: Wider public including PC HEI not directly involved in the project, international academic community, Social partners (enterprises, NGOs), Students community; Professional organisations and national and international networks



OUTPUTS/RESULTS	- Development and regular update of the project (and network) webpage as a platform for electronic project presentation, external and internal dissemination and efficient communication
PARTICIPATING INSTITUTIONS	All partners
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	- Documents supporting the creation of the webpage (screenshots, links, etc.) - Agreement for the update of project webpage

Activity 7.3 - Internal Information Workshops

INDICATORS	
DELIVERY DATE(S)	M4, M15 and M26
PARTICIPANTS/TARGET GROUPS	Each institution is expected to involve a total of 75 participants, including: students, teaching staff, administrative staff, staff members and management staff involved in International Relations and/or International Cooperation and third party PC HEI not directly involved in the project.
OUTPUTS/RESULTS	- Organisation and implementation of 3 short internal information workshops with the duration of half a day, to disseminate information about the IRO and their services - Collection of feedback on the quality of the event
PARTICIPATING INSTITUTIONS	-Participating institutions: NUUz, KhoGU, IET TSUC, XJU, NPU, NWAUFU -Evaluation and Quality Control: INCOMA
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	- Materials produced - Agenda - Certificate of attendance awarded to participants - Participants satisfaction survey - Attendance list - Inclusion of the activity in the dissemination matrix

Activity 7.4 – Central Asia & China Universities Convention

INDICATORS	
DELIVERY DATE(S)	M35
PARTICIPANTS/TARGET GROUPS	All partners will participate in the Educational Fair with 3 participants (2 technicians and 1 technical coordinator). For cost-efficiency reasons, it will coincide with the Final Conference (WP5) and the last Steering Committee meeting (WP9). 2 working days. Target groups include: Wider public including PC HEI not directly involved in the project, international academic community, Social partners (enterprises, NGOs), Students community; Professional organizations and national and international networks. At least 80 participants are expected to attend.



OUTPUTS/RESULTS	<ul style="list-style-type: none"> - Organisation of a Central Asia & China Universities Convention in Tashkent (UZ) - Collection of feedback on the quality of the event - INCOMA will carry out an additional onsite observation (Evaluation and Quality Control)
PARTICIPATING INSTITUTIONS	All partners
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	<ul style="list-style-type: none"> - Materials produced - Agenda - Certificate of attendance awarded to participants - Participants satisfaction survey - Attendance list - Inclusion of the activity in the dissemination matrix

3.1.8. WP8 - SUSTAINABILITY

WP8 is devoted to actions supporting and ensuring long-term maintenance of project results. While several actions supporting sustainability are integrated within the Dissemination and Development WPs, further sustainability and exploitation activities are planned, including the development of National Roundtables in in PC, the final presentation of SPIC and Cross- Regional Cooperation in each PC HEI, the official approval of created IR structures, signing of collaboration agreements and the agreement on the long-term maintenance, functioning, financing and membership of the network.

Activity 8.1 - National Roundtables in PC

INDICATORS	
DELIVERY DATE(S)	M7, M14 and M25
PARTICIPANTS/TARGET GROUPS	A total of 75 participants, including: students, teaching staff, administrative staff, staff members and management staff involved in International Relations and/or International Cooperation and third party PC HEI not directly involved in the project.
OUTPUTS/RESULTS	<ul style="list-style-type: none"> - Organisation 3 National Roundtables per partner country, with the objective to raise awareness about the project results and to spark national debate, to facilitate involvement of third parties in project activities, to disseminate the project results at national level - Collection of feedback on the quality of the event
PARTICIPATING INSTITUTIONS	<ul style="list-style-type: none"> -Participating institutions: NUUz, KhoGU, IET TSUC, XJU, NPU, NWAUFU -Evaluation and Quality Control: INCOMA
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	<ul style="list-style-type: none"> - Materials produced - Agenda - Certificate of attendance awarded to participants



	<ul style="list-style-type: none"> - Participants satisfaction survey - Attendance list - Inclusion of the activity in the dissemination matrix
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Activity 8.2 – Institutional Implementation of created structures and strategies

INDICATORS	
DELIVERY DATE(S)	<ul style="list-style-type: none"> - Official approval of created IR structures – M7 to M27 - Final adoption of SPIC - M25 to M27
PARTICIPANTS/TARGET GROUPS	<p>Target groups include: Management staff members involved In International Relations and/or International Cooperation; staff members involved in International Relations and/or International Cooperation (technicians and technical coordinators);</p> <p>Indirectly: the entire university community of PC HEI as beneficiaries of the new strategies and structures.</p>
OUTPUTS/RESULTS	<ul style="list-style-type: none"> - Final approval and institutional incorporation of the developed IR/IC structures and strategies
PARTICIPATING INSTITUTIONS	<ul style="list-style-type: none"> -Participating institutions: NUUz, KhoGU, IET TSUC, XJU, NPU, NWAUFU
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	<ul style="list-style-type: none"> - SPIC adopted in each institution - Documents supporting the official approval of created structures and strategies

Activity 8.3 – Network long-term Mission and Strategy

INDICATORS	
DELIVERY DATE(S)	M14 to M36
PARTICIPANTS/TARGET GROUPS	<p>Direct: Members of the Network</p> <p>Indirect: Entire national and international universities community, Social partners and students associations</p>
OUTPUTS/RESULTS	<ul style="list-style-type: none"> - Signing of the agreement/memorandum by the participant institutions to institutionalise the network; - Promotion of the network membership and administration of requests for participation in the network (Secretariat); - Final agreement on the functioning, financing and structure of the Network.
PARTICIPATING INSTITUTIONS	All partners
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	<ul style="list-style-type: none"> - Agreements signed among participating institutions - Agreement on the functioning, financing and structure of the network - Documents supporting the final adoption of the network mission, long-term strategy, structure and membership policy



Activity 8.4 - Collaboration agreements between partner HEI

INDICATORS	
DELIVERY DATE(S)	M3 to M31
PARTICIPANTS/TARGET GROUPS	Direct: management staff of International Relations and/or International Cooperation; staff members from IRO (technicians and technical coordinators) Indirect: Entire students and academic community of the involved universities
OUTPUTS/RESULTS	- Development and signing of collaboration agreements between partner universities as a basis for exploitation of results and continuity of actions tested during the project
PARTICIPATING INSTITUTIONS	All partners
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	- Agreement signed among institutions

3.1.9. WP9 - PROJECT MANAGEMENT

The objective of WP9 is to ensure the smooth strategic and operational project implementation by implementing several measures, as detailed below.

Activity 9.1 - Project Management structures

INDICATORS	
DELIVERY DATE(S)	M1 and M2
PARTICIPANTS/TARGET GROUPS	Consortium members
OUTPUTS/RESULTS	- Setting up of the Steering Committee, including agreement on its mission and working principles; - Nomination of project officers in each partner institution; - Signing of internal collaboration agreements between the partners; - Agreement on operational management and reporting principles.
PARTICIPATING INSTITUTIONS	All partners
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	- Agreements signed - Project management plan including contact details of project officers



Activity 9.2 – Overall Management and Reporting

INDICATORS	
DELIVERY DATE(S)	M1 to M36
PARTICIPANTS/TARGET GROUPS	Consortium members
OUTPUTS/RESULTS	<ul style="list-style-type: none"> - Setting and follow up of the plan for the implementation of project activities (updated work plan); - Regular reporting (every 3 months by project partners to US (coordinator), mid-term reports to EACEA (prepared by US every 6 months and approved by the SC); - Ongoing supervision concerning implementation of project activities in PC (local project coordinators together with US); - Continuous communication between the partners & potential trouble shooting.
PARTICIPATING INSTITUTIONS	All partners
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	

Activity 9.3 - Coordination Meetings

INDICATORS	
DELIVERY DATE(S)	<ul style="list-style-type: none"> - Virtual Kick Off Meeting – M2 - Virtual Management meetings – M6, M12, M18, M24, M30 and M35 - Steering Committee Meetings – M3, M17, M26 and M35
PARTICIPANTS/TARGET GROUPS	Consortium members
OUTPUTS/RESULTS	<ul style="list-style-type: none"> - Virtual Kick Off Meeting - Virtual Management Meetings - Steering Committee Meetings (coinciding with other activities and events for cost-efficiency reasons – Introductory Seminar and Network Conferences)
PARTICIPATING INSTITUTIONS	All partners
SUPPORTING DOCUMENTS/TECHNICAL REPORTING	- Meeting minutes



3.2. KEY PERFORMANCE INDICATORS

Apart from the indicators of achievement provided in 3.1., which are a clear direction of the different results, timeline and technical reporting documents to be observed for each project activity, the current section includes an outlook of **quantitative and qualitative performance indicators** to be attained.

These focus on the evaluation of training actions and other technical project activities that will imply the mobility of beneficiaries, as well as events and project meetings (Steering Committee Meetings). Even though this overview is especially relevant for INCOMA, leader of the current WP that will take them into consideration when analysing results, it is made available to the entire Consortium for future reference.

Key Performance Indicators (KPIs) are detailed per WP.



ACTIVITY		QUESTIONNAIRE TEMPLATE	KEY PERFORMANCE INDICATORS
WP1	Policy and Strategic Planning of International Cooperation in HEI		
1.1.2.	Introductory seminar: –Cross- regional cooperation and Internationalisation Strategies in HEIs	Meetings	Quantitative: at least 50% of attendees answer the survey Qualitative: activity is assessed positively by at least 60% of respondents
1.2.1.	Practical missions to EU HEIs	Other activities	Quantitative: at least one answer per partner institution Qualitative: activity is assessed positively by at least 60% of respondents
1.3.	Workshop on preparation of Strategic Plans for International Cooperation (SPI)	Training activities	Quantitative: at least 50% of attendees answer the survey Qualitative: activity is assessed positively by at least 60% of respondents
WP2	Human Capacity Building - International Relations Staff		
2.2.	1st Training Module: Organisation and Management of IROs	Training activities	Quantitative: at least 50% of attendees answer the survey Qualitative: activity is assessed positively by at least 60% of respondents
2.3.	2nd Training Module: International Cooperation Agreements and Networks and Funding Opportunities	Training activities	Quantitative: at least 50% of attendees answer the survey Qualitative: activity is assessed positively by at least 60% of respondents
2.4.	3rd Training Module: Academic teaching and research cooperation tools, methodologies and best practices.	Training activities	Quantitative: at least 50% of attendees answer the survey Qualitative: activity is assessed positively by at least 60% of respondents
2.5.	4th Training Module: EU- Central Asia – China cooperation with special focus on HE	Training activities	Quantitative: at least 50% of attendees answer the survey Qualitative: activity is assessed positively by at least 60% of respondents
2.5.1.	Training in Management of Mobility actions	Training activities	Quantitative: at least 50% of attendees answer the survey Qualitative: activity is assessed positively by at least 60% of respondents
2.6	Practical Training of IR staff	Other activities	Quantitative: at least 50% of attendees answer the survey Qualitative: activity is assessed positively by at least 60% of respondents
WP3	Development of Potentials for Internationalisation in Teaching/Learning/Research (T/L/R)		
3.2.	Seminar "Raising Standards in T/L through international cooperation"	Events	Quantitative: at least 50% of attendees answer the survey Qualitative: activity is assessed positively by at least 60% of respondents



3.3.	Seminar “Boosting Research Capacities through International Cooperation”	Events	Quantitative: at least 50% of attendees answer the survey
			Qualitative: activity is assessed positively by at least 60% of respondents
3.7.2.	PILOT TESTING: Mobility actions of students and professors	Other activities	Quantitative: at least 50% of attendees answer the survey
			Qualitative: activity is assessed positively by at least 60% of respondents
WP5	Cross-Regional Network for Internationalisation and Cooperation		
5.2.1	Joint International Conference: Internationalisation policies and Strategies in HEIs	Events	Quantitative: at least 50% of attendees answer the survey
			Qualitative: activity is assessed positively by at least 60% of respondents
5.2.2	Joint International Conference in Teaching/Learning/ Research	Events	Quantitative: at least 50% of attendees answer the survey
			Qualitative: activity is assessed positively by at least 60% of respondents
5.2.3	Final Network Conference	Events	Quantitative: at least 50% of attendees answer the survey
			Qualitative: activity is assessed positively by at least 60% of respondents
WP7	Dissemination		
7.3.	Internal Information Workshops in PC HEIs	Events	Quantitative: at least 50% of attendees answer the survey
			Qualitative: activity is assessed positively by at least 60% of respondents
7.4.	Central Asia & China Universities Convention	Events	Quantitative: at least 50% of attendees answer the survey
			Qualitative: activity is assessed positively by at least 60% of respondents
WP8	Sustainability		
8.1.	First National roundtables - one in each PC	Events	Quantitative: at least 50% of attendees answer the survey
			Qualitative: activity is assessed positively by at least 60% of respondents
8.1.	Second National roundtables - one in each PC	Events	Quantitative: at least 50% of attendees answer the survey
			Qualitative: activity is assessed positively by at least 60% of respondents
8.1.	Third National roundtables - one in each PC	Events	Quantitative: at least 50% of attendees answer the survey
			Qualitative: activity is assessed positively by at least 60% of respondents
WP9	Management		
9.3.	Coordination Meetings	Meetings	Quantitative: at least 50% of attendees answer the survey
			Qualitative: activity is assessed positively by at least 60% of respondents



4. EXTERNAL EVALUATION

The evaluation and quality control strategies defined for UNICAC will also include the assessment of project results, outcomes and activities by an independent expert with knowledge and experience on international relations and international cooperation.

Indeed, this will also contribute to ensure project sustainability, since the External evaluator will be able to provide different view and perspective from non-beneficiary institutions in participating countries, which is especially relevant for partner countries (that is, Tajikistan, Uzbekistan and China) as it will ensure that results are relevant for other institutions and susceptible to be transferred and replicated by other local, regional and/or national universities.

Therefore, UNICAC will set-up an External Evaluator that will be subcontracted based on the publication of Terms of Reference that will include specific information regarding the objectives, criteria, questions and indicators required for the evaluation.

External evaluation will be focus on the technical evaluation of activities, results, (intermediate and final results) and impacts of the project as well as, insights, feedback about the direction of the works and recommendations for improvement.

This external evaluator will use on-line tools (e-mails, videoconferences) and will also participate in key activities and meetings at local and national levels.

Indeed, INCOMA, leader of WP6 and chair of the External Evaluation, will periodically contact the External evaluator to collect feedback on the structure and content of the different activities foreseen, relevance of results or activities, as well as suggestions for improvement, which will be done according to a standard form – please refer to the template in section 6 of the current document.



5. FINANCIAL AUDIT

UNICAC will also include the realisation of a financial audit that will be carried out during the last months of project execution by an external organisation and will analyse the entire project action.

6. PROJECT TEMPLATES

In order to adequately support the implementation of the necessary evaluation and quality control activities, INCOMA has developed a set of questionnaires and forms, as follows:

- Annex 1 - Questionnaire for the evaluation of training activities;
- Annex 2 - Questionnaire for the evaluation of events;
- Annex 3 - Questionnaire for the evaluation of other project activities;
- Annex 4 - Form for the collection of feedback on on-site monitoring activities;
- Annex 5 - Form for the collection of feedback from External evaluator;
- Annex 6 - Questionnaire for the evaluation of meetings;
- Annex 7 – Mobility Report template.

This list may be updated throughout the project lifecycle, according to the detected needs of the Consortium.

As WP coordinator, INCOMA will provide information on which questionnaire to use according to the type of project action. Furthermore, the content of these questionnaires will be adapted for the purpose of creating online surveys, which will be used as much as possible and taking into consideration the activity target group, the local context and the needs of hosting institutions.



6.1. ANNEX 1 - QUESTIONNAIRE FOR THE EVALUATION OF TRAINING ACTIVITIES



QUESTIONNAIRE FOR THE EVALUATION OF TRAINING ACTIVITIES

ACTIVITY	
WP	
HOSTING PARTNER	
HOSTING COUNTRY	
DATE(S)	
PARTNER INSTITUTION	

Your opinion is important for us. Please take a few minutes to complete this short questionnaire about the activity in which you just took part within the framework of UNICAC, in order to help us improve future training activities. Thank you!

1. For each statement, please mark with an X the most appropriate answer according to your opinion.

Statement	1 Insufficient	2 Sufficient	3 Good	4 Very good
The overall organisation of the training period was				
The organisation of logistical and practical aspects was				
The agenda of the activity was				
The contents of the different sessions were				
The adaptation of training contents to my needs was				
The materials distributed were				
The improvement of my personal competences was				
The improvement of my technical competences was				



2. In your opinion, which were the main strengths and/or the most positive aspects of the activity?

3. Which aspects should be improved in future activities according to your opinion?

4. Which personal and/or technical competences do you feel you need to further improve/develop?

5. Other comments, recommendations and/or suggestions for improvement.

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Thank you for your cooperation!



6.2. ANNEX 2 - QUESTIONNAIRE FOR THE EVALUATION OF EVENTS



QUESTIONNAIRE FOR THE EVALUATION OF EVENTS

EVENT NAME	
WP	
HOSTING PARTNER	
HOSTING COUNTRY	
DATE(S)	

Your opinion is important for us. Please take a few minutes to complete this short questionnaire about the event in which you just took part within the framework of UNICAC, in order to help us improve future activities. Thank you!

1. For each statement, please mark with an X the most appropriate answer according to your opinion.

Statement	1 Insufficient	2 Sufficient	3 Good	4 Very good
The overall organisation of the event was				
The organisation of logistical and practical aspects was				
The agenda of the event was				
The contents of the different sessions were				
The materials distributed were				

2. Please also give us your opinion about the UNICAC project.

Statement	1 Insufficient	2 Sufficient	3 Good	4 Very good
The project and its objectives are				
The activities developed thus far are				
The results achieved thus far are				
The methodology used is				



3. Other comments, suggestions and/or recommendations for improvement.

Would you like to follow project activities? Please leave us your contact details and we will include you in our mailing list. Please remember to write your details **clearly and in caps lock**.

Your name	
Your institution	
Country	
E-mail address	

Thank you for your cooperation!



6.3. ANNEX 3 - QUESTIONNAIRE FOR THE EVALUATION OF OTHER PROJECT ACTIVITIES



QUESTIONNAIRE FOR THE EVALUATION OF ACTIVITIES

ACTIVITY	
WP	
HOSTING PARTNER	
HOSTING COUNTRY	
DATE(S)	
PARTNER INSTITUTION	

Your opinion is important for us. Please take a few minutes to complete this short questionnaire about the activity in which you just took part within the framework of UNICAC, in order to help us improve future project actions. Thank you!

1. For each statement, please mark with an X the most appropriate answer according to your opinion.

Statement	1 Insufficient	2 Sufficient	3 Good	4 Very good
The overall organisation of the activity was				
The organisation of logistical and practical aspects was				
The agenda of the activity was				
The contents of the different sessions/visits were				
The profile of speakers/participants was				
The duration of the sessions/visits was				
The achievement of the activity's objectives was				
The identification of aspects for improvement at your institution was				



2. Please briefly describe the activities carried out and its results at an individual level (for example, the improvement of personal/technical competences).

3. If applicable, please describe the potential impact of the activity in your institution (for example, if the activity has contributed to identify aspects for improvement at your institution).

4. In your opinion, which were the main strengths and/or the most positive aspects of the activity?

5. Which aspects should be improved in future activities according to your opinion?

6. Other comments, recommendations and/or suggestions for improvement.

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.....

Thank you for your cooperation!



6.4. ANNEX 4 - FORM FOR THE COLLECTION OF FEEDBACK ON ON-SITE MONITORING ACTIVITIES

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FORM FOR THE COLLECTION OF FEEDBACK FROM ON-SITE MONITORING ACTIVITIES

ACTIVITY	To be completed by partner institutions before distribution
WP	To be completed by partner institutions before distribution
HOSTING PARTNER	To be completed by partner institutions before distribution
HOSTING COUNTRY	To be completed by partner institutions before distribution
DATE(S)	To be completed by partner institutions before distribution

A) ASSESSMENT OF THE OBSERVER

Please complete this form by assessing the main aspects related to the organisation of the activity.

ASPECTS	YES	NO	COMMENTS
Were the premises adequate to the activity/event?			
Did the activity take place at the hosting partner's premises? If not, please mention where it took place.			
Were there any supporting staff from the hosting institution?			
If so, were they clearly identified?			
Did the hosting partner provide a participant registration desk?			
Did the hosting partner provide welcome information/package?			
Did attendees receive a copy of the agenda?			
Did the hosting partner use project marketing materials to identify/decorate the venue?			
Did the hosting partner distribute dissemination and marketing materials? If so, please mention which.			
Did the event include a coffee break?			
Did the event include an overall project presentation?			
Was the main objective of the event explained to attendees?			
Was the duration of the sessions respected?			
Did the event resort to any multimedia tools? If so, please mention which.			

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Were there any materials specifically developed for the event? If so, please mention which.			
Did the event include institutional participants? If so, please mention the type of participants.			
Did the event include external participants? If so, please mention the type of participants.			
Did the hosting partner distribute the evaluation questionnaires at the end of the event?			
Did the hosting partner deliver the certificate of attendance?			
In your opinion, did the event comply with its main objective?			

In your opinion, which were the main strengths and/or the most positive aspects of the activity?

Which aspects should be improved in future activities according to your opinion?

B) INTERVIEW TO AN ATTENDEE/PARTICIPANT

Please ask one participant to assess the main aspects related to the organisation of the activity.

ASPECT	0 Non-applicable	1 Should be improved	2 Good	3 Very good
Overall organisation of the event				
Logistical and practical aspects				
If applicable, registration procedures				

2



6.5. ANNEX 5 – FORM FOR THE COLLECTION OF FEEDBACK OF THE EXTERNAL EVALUATOR

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <small>Co-funded by the Erasmus+ Programme of the European Union</small> </div> <div style="text-align: center;"> UNICAC </div> </div> <p style="text-align: center;">FORM FOR THE COLLECTION OF FEEDBACK FROM THE EXTERNAL EVALUATOR</p> <p><small>Thank you for participating in UNICAC! The mission of this role is to evaluate and internally validate the different project activities to ensure the quality of the UNICAC results and outcomes. We kindly ask that you take a few minutes to fill in this questionnaire about the document/results that was sent to you with this questionnaire. Please do not forget to send your answer to INCOMA by e-mail.</small></p> <p>ACTIVITY OR RESULT <small>To be completed by INCOMA</small></p> <div style="border: 1px solid black; height: 15px; width: 100%; margin-bottom: 10px;"></div> <p><small>Did you receive enough information about the result/activity in order to be able to assess it?</small> Yes No</p> <p><small>Considering the objective of the result/activity, do you consider that its structure and/or the tools used are adequate?</small> Yes No Comments and/or suggestions:</p> <p><small>Considering the objective of the result/activity, do you consider that its contents and/or impact are adequate?</small> Yes No Comments and/or suggestions:</p> <p><small>If applicable, which aspects should be improved?</small></p>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <small>Co-funded by the Erasmus+ Programme of the European Union</small> </div> <div style="text-align: center;"> UNICAC </div> </div> <p><small>In your opinion and considering the objectives of UNICAC, is the activity/result relevant?</small> Yes No Comments and/or suggestions:</p> <p><small>Other comments and/or suggestions for improvement:</small></p> <p><small>Thank you very much for your feedback! We will continue to provide you with details and information on the progresses made in UNICAC.</small></p>
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6.6. ANNEX 6 – QUESTIONNAIRE FOR THE EVALUATION OF MEETINGS

QUESTIONNAIRE FOR THE EVALUATION OF PARTNER MEETINGS

ACTIVITY NAME	
WP	
HOSTING PARTNER	
HOSTING COUNTRY	
DATE(S)	

Your opinion is important for us. Please take a few minutes to complete this short questionnaire about the partner meeting in which you just took part within the framework of UNICAC, in order to help us improve future activities. Thank you!

Please mark with an X the most appropriate answer according to your opinion.

1. How do you evaluate the overall organisation of the meeting?

1 Should be improved	2 Sufficient	3 Good	4 Very good	Non-applicable

2. Please assess the different organisational aspects related to the meeting.

Statement	1 Insufficient	2 Sufficient	3 Good	4 Very good	Non-applicable
The hosting partner provided adequate support					
I received enough information on logistic aspects (how to arrive, accommodation)					
The premises of the meeting were suitable for the occasion					
The agenda was sent beforehand and with enough time to prepare					

The meeting included social and cultural activities					
Participants had the opportunity to meet outside the working context					

3. How do you evaluate the overall progress achieved?

1 Very low	2 Low	3 Average	4 High	5 Very high

4. How do you assess the following elements of the project meeting concerning their use for the project?

Aspect	1 I disagree completely	2 I partially disagree	3 I am neutral about it	4 I partially agree	5 I agree completely
Institutions were presented in detail					
The project overview was comprehensive					
The work plan was explained in detail					
The budget is clear to me and I am aware of financial questions					
The dissemination strategy is well designed					
The evaluation and quality assurance strategy is well designed					
I understand the main aspects related to coordination and project management					
Our tasks are clear to me and I understand					



6.7. ANNEX 7 – MOBILITY REPORT TEMPLATE



MOBILITY REPORT

PARTICIPANT NAME	
ACTIVITY	
HOSTING PARTNER	
SENDING PARTNER	
DATE(S) OF THE ACTIVITY	

1. DESCRIPTION OF THE MOBILITY

(Include relevant information about the stay, implemented activities, duration of the mobility, individual preparatory activities...)

2. LOGISTIC

(Include all the information regarding dates, travel itinerary, accommodation...)

3. RESULTS OF THE MOBILITY

(Describe the benefits of the mobility both at personal and professional levels and of intercultural exchange)

4. DIFFICULTIES

(If applicable, describe the possible difficulties encountered)

5. COMMENTS AND SUGGESTIONS

(Other comments, recommendations or suggestions and aspects that should be improved in future activities of the mobility according to your opinion)

Thank you for your cooperation!