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QUALITY PLAN (QP)

Quality Management: Monitoring and Evaluation incl. Risk Assessment

The current version of the Quality Plan can be found at: google.drive/WP 7 Quality

Name of Lead Partner Organisation:	Partner
World University Service (WUS) Austria	**5**
Co-Lead: **Ministry of Education and Science of Ukraine**	**20**
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Version: **0.10**	
Date: **14.06.2020**	

Work Package	Title of Work Package
Number 7	**Quality Management: Monitoring and Evaluation**

Within the project:

DESTIN. Journalism Education for Democracy in Ukraine: Developing Standards, Integrity and Professionalism

Project duration: 15 November 2018 – 14 November 2021
EU funding instrument: European Neighbourhood Instrument (Erasmus+: KA2 CBHE)
Erasmus+ (CBHE) grant amount: 798.470,00 €
Target groups: Ukraine and EU Universities, university students, secondary schools, employers i.e. Journalism staff teams, media managers, lifelong learning.
Grant holder: Bath Spa University, United Kingdom
Coordinator: Prof. Paul Hyland, Head of European and Postgraduate Taught Development, Bath Spa University
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PROJECT QUALITY PLAN

Content Overview

I.   ABOUT THE PROJECT

From the application:

The project aims to improve and support Journalism education and public understanding of the role of journalists, together with the responsibilities of all citizens and media, for the promotion of democracy in Ukraine. This
While the rapidly changing transnational news-media landscape presents challenges for government and people in all EU countries, the challenges within Ukraine are distinctive and severe. For example, from its research into the quality of Journalism education, *The State of Journalism Education at Journalism Departments in Ukraine (2016),* NGO Detector Media reports 'key problems in the content and organisation of journalism education'. These problems, which 'attract more and more criticism every year', include 'the knowledge and skills of journalism department graduates', 'the weak integration of journalism departments into the international context', 'lack of technical infrastructure', and 'very low' levels of student mobility, student satisfaction and employer confidence in graduates.

Key milestones:

1. Completion of all essential start up of the project, including Launch Conference, GB meeting, procurement of equipment in the first months of the project. Considerable pre-project planning takes place before the project start on 15/11/2018.

2. Completion of all the programme revisions and presentation of new documentation for approval within each Ukrainian university, so that new/revised programmes can be delivered for at least one whole year, starting in Autumn of 2020.

The distinction between new and revised programmes is not easy. Profound changes to most BA and MA programmes in many ways are anticipated (curriculum and pedagogy, training, assessment, industry engagement, etc.), but programmes may not change their names (title of awards) so they may not technically qualify as 'new' courses, especially as these programmes are already in existence.

There will be a suite of totally new courses (the Outreach Media-Literacy Online Courses) within three study programmes delivered online. These will also provide a supervised training opportunity for Masters student in the new/revised academic programmes.

Aims and objectives:
A1. Curriculum Reform: to reform, start to deliver and evaluate new/revised curriculum for 9 BA and 11 MA Journalism programmes (2 degrees in each of the 10 Ukrainian partner universities), and the institutional quality assurance for academic programmes, so that all new/revised programmes are aligned with European Qualifications Frameworks (EQF), meeting European standards of integrity and professionalism, improving students' industry engagement, career preparation and employability, and enabling staff and students to develop strong and sustainable connections with European journalism departments and associations;

A2. Curriculum Context: to enhance the media environment in which Journalism graduates will work: improving the 'media literacy' of key target groups, providing new opportunities for Journalism students to engage with public audiences during their training, and raising public

awareness of the vital role of journalists and media in the promotion and protection of citizens' rights within a multi-cultural democracy.

Specific project objectives are:

SO1. to audit (desk review) all current curriculum (20 degrees), with gap analyses and action plans;

SO2. to train curriculum teams in the alignment of programmes and QA with EQF standards;

SO3. to use European models of Journalism education to inform curriculum reform;

SO4. to train academic and professional staff in principles and processes of peer review;

SO5. to conduct peer review (including 10 site visits) of all new/revised programmes;

SO6. to deliver and evaluate the first year of all new/revised BA and MA programmes;

SO7. to produce National Guideline Statements for BA and MA Journalism education;

SO8. to maximize public stakeholder engagement and participation in the work of the project;

SO9. to deliver and evaluate Outreach Media-Literacy Courses for target groups;

SO10. to maximize the sustainability of the work and outputs of the project.

Expected results:

R1. Qualitative changes in development of journalism education in Ukraine through audit, assessment, review of existing and delivering of new or revised curricula for 9 BA and 11 MA Journalism programmes in 10 Ukrainian universities with the European Qualifications Framework (EQF) and European standards of integrity and professionalism.

R2. Development of National Guideline Statements for BA and MA journalism education in Ukraine.

R3. Creation of interaction and cooperation network between universities, national employers and students self-government in the field of journalism education in Ukraine.

R4. Creation of interaction and cooperation network between Ukraine and EU universities and professional organizations in the field of journalism education.

R5. Development of Media-Literacy Online Courses for non-professionals target groups in the field of journalism, media and communications.

R6. Creation and launching of specialized website for further dissemination and exploitation of DESTIN project results.

Below is an overview of all WPs with respective WP leaders:

Work Package	WP leader
1 PREPARATION	P1. Bath Spa University, UK
2 CURRICULUM AUDIT AND ACTION PLAN	P13. Taras Shevchenko National University of Kyiv
3 EUROPEAN CURRICULUM DESIGN: PRINCIPLES AND PRACTICES	P3. Institute of Art, Design and Technology, Ireland
4 CURRICULUM MODELS: EUROPEAN MODELS OF JOURNALISM EDUCATION	P2. Adam Mickiewicz University, Poland

5 NEW/REVISED CURRICULUM, EVALUATION AND NATIONAL GUIDELINES	P13. Taras Shevchenko National University of Kyiv
6 UNIVERSITY OUTREACH ONLINE 'MEDIA LITERACY' COURSES	P12. Sumy State University
7 QUALITY MANAGEMENT: MONITORING AND EVALUATION	P5. World University Service, Austria (Lead) P20 Ministry of Education and Science of Ukraine (Co-Lead)
8 DISSEMINATION AND PARTICIPATION	P16. Yuriy Fedkovych Chernivtsi National University, Ukraine
9 SUSTAINABILITY	P10. Ivan Franko National University of Lviv, Ukraine
10 PROJECT MANAGEMENT	P1. Bath Spa University, UK

II.   OVERALL APPROACH AND VALUES OF QUALITY MANAGEMENT

This section highlights the importance of Quality Management and creating a culture for quality improvement. With regards to terminology, we see *quality management* as task (organisational tasks related quality), and *quality assurance* and *quality improvement* as the aim of quality management. To this end monitoring and evaluation are concrete activities related to quality management.

 The purpose of the Quality Plan is to ensure the timely and efficient delivery of all the project's components and the further improvement of processed and deliverables in order to achieve the highest possible quality. More specifically the QP aims to ensure that:

- ✓ all objectives are met
- ✓ all partners are contributing in accordance with their role to achieve these objectives
- ✓ there is consistency of the format and standards of outputs and outcomes (quality of contents, organization of events etc.)
- ✓ outputs and outcomes are publicly available (e.g. published) where this is feasible, in order to multiply their effects and strengthen their impact for the benefit of wider society.
- ✓ there is an early warning system so that whenever changes and challenges occur, they can be dealt with immediately and do not jeopardise the quality of the outputs/outcomes.

Principles of quality management (© WUS Austria)

Quality management concerns all partners. WUS Austria coordinates quality management but all partners are responsible for implementing the quality procedures laid out in this workbook and support the implementation of activities for quality assurance.

Quality management does not happen automatically if you work well. The project has to provide a platform for discussions, supervision and conclusions.

Quality management is not about finding fault in our work. It is about discussing and using our experience for improving the project implementation and its deliverables.

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*Documentation and sharing
information is key to quality management*. All partners need to have access to relevant information at all times/at the earliest stage possible in order to ensure a quality culture, trusting relationships between partners and an environment that supports an effective work flow.

Quality management takes place under the lead of WUS Austria, in close cooperation with the project coordinating institution Bath Spa University. All partners are asked to contribute to quality assurance specifically through:

- ✓ Documentation and reporting, using templates provided and respecting deadlines for reporting and contribution
- ✓ Identification of changes and challenges and contribution to discussion on how to address them
- ✓ Providing information to others (esp. Bath Spa and WUS Austria) upon request (e.g. on progress of a specific activity)

III. METHODOLOGICAL APPROACH

This section outlines the specific procedures for quality management and quality improvement. We give a brief overview on the activities, tools/deliverables, responsibilities and time schedule related to quality management.

Development of Project Quality Plan (Strategy)

The Quality Plan at hand comprises of a strategic plan including related activities to depict the cornerstones for quality assurance and improvement (quality planning, quality assurance, quality control and quality improvement) and how to get there. It is designed in cooperation witht the project coordinator and meant to be complementary to project and management activities in order not to double work (e.g. surveys, questionnaires...) and operate with maximum efficiency for the sake of scarce human ressources. A draft of the Quality Plan ist presented and discussed at the Kick-off Meeting.

Progress reports

Progress reports are to be delivered before all major partner/consortium meetings, at least 1x per year. The reports from individual partners are collected before the meeting and summed up by WUS Austria in a summative report which is then provided to the project coordinator. The summative report is presented at the beginning of meeting – this way information about status quo of project progress can build the basis for the meeting and related discussions (instead of such information being collected *during* the meeting). This means, that the meeting can be used for discussion and can address challenges that have already come up with the progress reports.

Quality assurance sessions including updates of risk plan

In addition to Emails, phone calls and questionnaires, quality assurance sessions are held at least 1x per year to address specific changes and challenges in discussion. The sessions are prepared and led by WUS Austria and provide an alternative platform to bring up subjects that may otherwise not be on the agenda (e.g. partners have difficulties addressing something that concerns project management etc.). If there are no specific items to discuss the consortium will take the time for a risk management exercise

Approval of core deliverables (formal check)

The essence of the project are its deliverables (outputs/outcomes), which will be quality checked by WUS Austria, the Ministry of Education and Science of Ukraine and the project coordinator using a specific template (see annexes). The template is based on the standards that the EACEA as funding agency has put forward (check on timeline, consistency, link to project objectives, dissemination outreach etc.) - this information will thus be also important for the project coordinator for their own reporting to the EACEA. The check will include all deliverables as per project logframe.

Main deliverables (milestones) to be formally approved from point of view of project management (additional deliverables may be added) - using template in Annex:

- ✓ Audit/desk review reports
- ✓ DESTIN toolkit
- ✓ Peer Review Guidelines
- ✓ National Guidelines Statement
- ✓ Outreach course material
- ✓ University engagement plan
- ✓ Sustainability plan

Evaluation of events/trainings/ study visits and reporting

Events, trainings and study visits will be evaluated. For this purpose, the questions of the standard templates should be used (see annexes) at all times in order to ensure comparability of results from different event. Additional questions can be added throughout the questionnaire if the organisers wish to do so or if the specific nature of the event asks for it. It is the experience that either hard copy or online evaluations work better, depending on the specific context and group of people. Thus, hard-copy and online options (using *Survey Monkey*) will be tested and a case-to-case decision is possible.

Also, not all evaluations may be carried out by WUS Austria (e.g. in case of events taking place in Ukraine and also the field trips), but WUS Austria will monitor if all evaluations are carried out.

Quality reports (intermediate and final)

Two quality reports will be provided by WUS Austria (supported by the Ministry of Education and Science of Ukraine) – one before the intermediate report to EACEA and one before the final report to the EACEA. This way the reports can effectively contribute to the reporting done by the project coordinator and can already point out challenges and weaknesses as well as added values and spin-offs that can be followed up by the project coordinator for the reporting to the EACEA.

Below is a summary of all tools including timeline:

ACTIVITIES, SCHEDULES AND RESPONSIBILITIES FOR QUALITY MANAGEMENT				
Activity	**Description of activity**	**Tools and deliverables**	**Responsible partner/s**	**Timeline/Deadlines**
Development of Project Quality Plan (Strategy)	Quality plan (strategy including related activities) is developed by WUS Austria in cooperation with project coordinator.	Quality Plan and annexes	WUS Austria, Bath Spa University	February 2019
Progress reports	At least one progress report is drafted per year, based on the results of questionnaires filled in by all partners. Progress reports are drafted and presented before major meetings or events.	3 progress reports	WUS Austria, all partners filling in the questionnaires	Before project meetings/Governing Board meetings and upon agreement with project coordinator.
Quality assurance sessions including review of risk plan	QA sessions are held at least once a year to discuss challenges face-to-face in the frame of a designated platform (moderated; safe space).	3 quality assurance sessions including short summative report on each session.	WUS Austria (preparation and moderation), all partners as participants	At least once a year and upon agreement with the project coordinator.
Approval of core deliverables (formal check)	WUS Austria, Ministry of Education and Science of Ukraine, Bath Spa University and maybe also WP lead check	Template filled in and deliverables approved.	WUS Austria, Ministry of Education and Science of Ukraine	Throughout the project

	and approve (major) final deliverables (as according to LFM) using a designated template.		Bath Spa University (maybe WP leader)	
Peer review of study programmes	Quality assurance of the process of review and revision of the study programmes, including re-designed programmes checked for quality by EU partners. Advising the Ukrainian universities on models and examples of good practices with regard to internal quality assurance of academic programmes, and the role of students, employers and other stakeholders.	Strategy/procedure for curriculum review and revision; formal template for deliverable check.	WUS Austria, all partners	15/02/2020 - two of three peer reviews are delayed due to Covid-19 crises.
Evaluation of events/trainings/ study visits and reporting	WUS Austria carries out evaluations of major events (can also be carried out by organiser and supervised by WUS Austria). Drafts of templates used in other WPs should be submitted to WUS Austria before use (for	Event reports including summary of evaluation results, conclusions and recommendations (if applicable).	WUS Austria; all partners (all organisers of an event)	Throughout the project

	feedback and to avoid duplication).			
Quality reports (intermediate and final)	WUS Austria with the support of the Ministry of Education and Science of Ukraine provides two quality reports to project coordinator	Two quality reports	WUS Austria, Ministry of Education and Science of Ukraine	tbd. June 2020 , March 2021

IV.   RISK MANAGEMENT

One of the major pillars of quality management in the project is risk management. This includes regular updates to the risk log and mitigation strategies based on risk-focused quality session during consortium/partner meetings.

Principles of risk management (© WUS Austria):

Provide a platform: when necessary, include risk management sessions in QA sessions (or consortium/partner meetings)

Make an effort to identify risks and challenges (risk analysis update)

Communicate risks and challenges amongst partners and discuss the issue openly with all parties involved – do not hold back information, make compromises.

View the situations form different angles and different points of view and include all partners into the discussion.

Make sure all partners feel informed and involved – if they don't, they are less likely to contribute to solutions and compromises.

Please note that assumptions and risks listed below are taken and updated from the project LFM and project description.

RISK PLAN MAIN ASSUMPTIONS AND RISKS BASED ON LOGFRAME		
Assumptions/Risks	**Level (low/medium/high)**	**Mitigation Strategy**
Category: Specific Project Objective/s		
Deterioration in current political/military situation in Ukraine, particularly with regard to the area of conflict.	high	One site visit (to Mariupol) may have to take place at a nearby university or Kyiv, due to travel restrictions. If there is deterioration other nearby universities may be affected, and other site-visits may need to be re-located.
Delayed activities due to the Covid-19 crisis.	high	Risks of deferrals need to be communicated immidiately to the coordinator and WUS Austria, who will develop specific strategies, like online meetings, documet sharing and other forms of transnational collaboration to overcome up-coming problems.

Category: outputs/outcomes		
Some partners are not actively involved in the project.	medium	Ensure involvement through regular communication and address partners directly in case they are silent for too long. Payment can be suspended to partners who do not fulfill their tasks. If there there is no other solution they can be excluded from the project and their tasks taken over by other partners.
Change in visa requirements for Ukraine passport holders	medium	Watch regulations closely so immediate action can be taken and venue changed in necessary.
Category: activities		
WP leaders (EU and Ukraine) change their mind and do not want to lead their WP.	low	There are reserve partners who will take up WP leadership, and some slight re-allocation of resource (staff time) may be needed.
Problems with procurement of equipment.	medium	We will undertake procurement at the start of the project and learn from previous projects.
UK exiting the EU may cause administrative changes and uncertainties.	high	Monitor regulations and potential changes closely to be able to react immediately.
Data protection rules and cultures in EU and Ukraine may differ and may cause uncertainty in implementation.	low	In case of uncertainties EU regulations prevail. A data protection statement can be adopted for the project (can be derived from coordinating institution).
Staff may not be paid according to their work or may not get paid for their work by their institution at all, which may disrupt the implementation of the project for further lack of commitment by relevant staff.	medium	There will be a clause in the Grant Agreement obliging the partner institutions to pay their staff in accordance with the budget.
WP specific risks		
WP 1 Preparation: Assume all partners are prompt in their preparation activities. Risk is that some	medium	Mitigation is that lead applicant and/or WP leader will prepare a list of deadline dates for all preparatory

partners are not prompt in meeting deadlines.		work to be ready for circulation on the first day of the project (or before).
WP 1 Preparation: Assume travel for Launch conference is not disrupted by flight cancellation etc. Risk is that some disruption may occur.	low	Mitigation is to have contingency plan (including online participation) for partners who experience disruption
WP 2 Curriculum Audit and action Plan: Assume training workshop is well attended and materials for desk review are presented on time. Risk is that a few Ukrainian universities do not deliver materials for desk review on time.	medium	Mitigation is that some flexibility is possible in dates for desk reviews (online).
WP 3 European curriculum design: Principles and practices: Assume that date for the conference will be acceptable to all partners. Risk is that some partners have difficulty with the date.	low	Mitigation is early planning of the date and research around the date (academic schedule, holiday etc.)
WP 4 Curriculum models: European models of journalism: Assume no disruption of travel to or at locations for field trips. Risk is that best times for field-trips may not suit all partners.	medium	Mitigation is early planning of the date and research around the date (academic schedule, holiday etc.)
WP 5 New / Revised curriculum, evaluation and National Guidelines: Assume that travel to all 10 Ukrainian universities is safe. Risk is that there may be some difficulties with site visits to one or more partners, due to armed conflict in the East of Ukraine and due to the current Covid-19 crisis.	high	Mitigation will be to move site visits to the nearest alternative safe locations and/or to postpone the visits by taking the timeline into consideration. Additionally, desk reviews complemented by online meetings may substitute cancelled visits.
WP 5 New / Revised curriculum, evaluation and National Guidelines: Assume all necessary work has been undertaken to	high	Mitigation is early identification of procedures and key dates at each Ukrainian university when new programmes need to be submitted

enable new/revised curriculum to be ready for submission for approval, so that new programmes can be delivered from the start of year 3. Risk is that some new programmes are not ready for approval or it is postponed.		for approval, and careful monitoring of progress to ensure these dates are met.
WP6 University outreach online 'Media Literacy' courses: Assume all appropriate partners contribute to development of online courses. Risk is that some partners fail to contribute fully.	medium	Mitigation is that the consortium is big and partners are carefully selected so that work can be re-distributed amongst partners. (e.g. some contribute more to this WP while others contribute more to another one. Imbalance has to be avoided.
WP 7 Quality Management: Monitoring and evaluation: Assume quality of all project work will be high. Risk is that some elements may not be of highest quality.	medium	Mitigation is continuous attention to quality monitoring as at GBs.
WP 8 Dissemination and Participation: Assume that public and stakeholders are interested in the dissemination activities of this project and that there are no legal obstacles to active participation.	medium	Participation of EU partners and the project being funded by EU should have a mitigating effect.
WP 9 Sustainabilty: Assume all partners are keen on and have interest in future collaboration. Risk that Sustainability is not embedded in early thinking of the project;.	medium	This is mitigated by standing item at GBs.
WP 10 Project Management: We assume stability of Erasmus+ rules. Stable financing of Erasmus+ project. Risk: any external political and economic factors	Low to medium	Monitor possible changes in procedures so the management can react early.

affecting the process of project management.		

V. ANNEXES

Other templates can be constructed (e.g. 6.2. feedback and evaluation of outreach courses – indicators of progress; 8.1. feedback from open days - how indicators will be measured). Templates are also foreseen for study visits (WP 4 benchmarking reports study visits) or reports from peer review.

PLEASE NOTE:

ALL TEMPLATES NOT LISTED BELOW AND ANNEXED TO THE QUALITY PLAN NEED TO BE SUBMITTED TO WUS AUSTRIA AS DRAFT VERSION BEFORE USE SO WE CAN COMBINE/MERGE TEMPLATES FROM DIFFERENT WORK PACKAGES IF NEED BE TO EASE THE WORK LOAD AND NOT DOUBLE WORK.

- ✓ A.1. TEMPLATE FOR FEEDBACK BY PARTNERS ON DELIVERABLES
- ✓ A.2. TEMPLATE FOR APPROVAL OF CORE DELIVERABLES
- ✓ A.3. TEMPLATE FOR PROGRESS REPORTS
- ✓ A.4. REPORT FORM FOR EVALUATION OF EVENTS
- ✓ A.5. CHECKLIST FOR PROGRESS AND REALISATION OF CORE DELIVERABLES IN LINE WITH LFM
- ✓ A.6 PROJECT OVERVIEW (by BSU)

A.1. TEMPLATE FOR FEEDBACK BY PARTNERS ON DELIVERABLES

Reviewed Deliverable		
WP Nr.	*Del. Nr.*	*Del. Title*
WP x		
Short description of deliverable:		

NAME OF PARTNER ORGANISATION PROVIDING FEEDBACK:

CONTACT PERSON (e.g. FOR FOLLOW UP QUESTIONS):

Reference to chapter/page nr. in the document	Suggested change/comments:

TEMPLATE FOR APPROVAL OF CORE DELIVERABLES

Reviewed Deliverable		
WP Nr.	*Del. Nr.*	*Del. Title*
WP x		
Short description of deliverable:		

Reviewer (WUS AT and/or Bath Spa University)		
Name	*Organisation*	*Review Date*

Overall Assessment

Please assess, if the following criteria are fulfilled, by ticking [X] "Yes" (fulfilled) or "No" (only partly or not fulfilled). Please make a short comment to highlight improvement potential. If a criterion is not applicable, you can write "n.a." as comment. Detailed suggestions for improvement can be made in the table below

Make your final peer-review conclusion by ticking [X] here ➔

Accepted (No revisions required.)	Accepted + Changes required	Not Accepted (for review again)

Conformity to project templates and standards			
Criterion	Yes	No	Comment
Are Erasmus+ logo and disclaimer correctly used?			
Is the project logo correctly used?			
Are project title, deliverable identification, date of issue clear?			
Are author/s identified?			
Orthographical and grammatical correctness?			

Quality of content and coherence with the work programme			
Criterion	Yes	No	Comments
Is the content of the document clear and logic?			
Are any sources used well identified?			
Is the information, analyses, etc. reliable?			

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	Yes	No	Comment
Are conclusions traceable and valuable?			
Is the deliverable coherent to the description in the work programme?			
Are there deviations from the work programme? [If so, are they fully justified? (Please comment)]			
Are the planned language versions available?			
Is the product suitable to the target group?			

Criterion	Yes	No	Comment

Any final suggestions for improvements?

Reference to chapter/page nr. in the document	Suggested change/comments:

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A.3. TEMPLATE FOR PROGRESS REPORTS

NOTE: Questions can be individualised for each reporting period.

****

In preparation for the upcoming meeting in (*fill in date and place*), please briefly summarize your activities of the past months. Your inputs will allow us to provide a short summary of main activities by partners upon start of the meeting**.**

Please return the filled in form until *xxx* to *xxx*

Thank you very much in advance for your time and efforts!

WP 1: PREPARATION
Act. 1.1 Startup of project
Act. 1.2 Kick off meeting and joint conference

Please briefly outline contributions at/by your organisation/university to these activities since the last meeting.

WP 2: CURRICULUM AUDIT AND ACTION PLAN
Act. 2.1 Audit of current BA and MA programmes
Act. 2.2 Peer Desk reviews of current programmes

Please briefly outline contributions at/by your organisation/university to these activities since the last meeting.

WP 3: EUROPEAN CURRICULUM DESIGN: PRINCIPLES AND PRACTICES
Act. 3.1 DESTIN Toolkit
Act. 3.3.2 Course design action plans and feedback report

Please briefly outline contributions   *at/by*
your organisation/university to these activities since the last meeting.

WP 4: CURRICULUM MODELS: EUROPEAN MODELS OF JOURNALISM EDUCATION
Act. 4.1 Field trip benchmarking reports

Please briefly outline contributions at/by your organisation/university to these activities since the last meeting.

WP 5: NEW/REVISED CURRICULUM, EVALUATION AND NATIONAL GUIDELINES
Act. 5.1 Peer review of new and revised curriculums

Act. 5.2 New and revised BA / MA programmes

Act. 5.3 Evaluation Report of new and revised programmes

Act. 5.4 National Guideline Statements (NGS)

Please briefly outline contributions at/by your organisation/university to these activities since the last meeting.

WP 6: UNIVERSITY OUTREACH ONLINE 'MEDIA LITERACY' COURSES
Act. 6.1 Pilot online outreach courses
Act. 6.2 Outreach courses

Please briefly outline contributions at/by your organisation/university to these activities since the last meeting.

WP 7: QUALITY MANAGEMENT: MONITORING AND EVALUATION
Act. 7.1 Project Quality Plan

7.1.1 Risk assessment

Act. 7.2 Expert reviews on curriculum reform

Act. 7.3 Monitoring and evaluation of project activities and outputs

Please briefly outline contributions at/by your organisation/university to these activities since the last meeting.

WP 8: DISSEMINATION AND PARTICIPATION

Act. 8.1 Public engagement and participation

Act. 8.2 University engagement and participation

Act. 8.3 Project website

Please briefly outline contributions at/by your organisation/university to these activities since the last meeting.

WP 9: SUSTAINABILITY

Act. 9.1 Sustainability Plan

Act. 9.2 Final Conference 'Journalism Futures'

Please briefly outline contributions at/by your organisation/university to these activities since the last meeting.

WP 10: PROJECT MANAGEMENT

Act. 10.1 Financial management

Act. 10.2 Project coordination and management

Act. 10.3 Governing Board (GB)

Act. 10.4 Project Committees

Act. 10.5 Curriculum Development Teams (CDTs)

Act. 10.6 Equipment purchased

Please briefly outline contributions at/by your organisation/university to these activities since the last meeting.
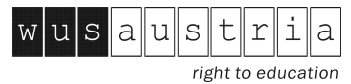
23

Challenges/opportunities: Are there any specific challenges/opportunities that you think should be addressed at the next meeting?

If so, please describe.
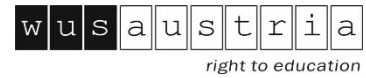
A.4. REPORT FORM FOR EVALUATION OF EVENTS

NOTE:

Evaluations can be carried out online or in printed version. Reports must be sent to WUS Austria. You can add questions to the list below if the nature of your event requires it. Please note however, that no more than 15 questions altogether are recommended (no one will spend more time on filling a questionnaire).

<div style="background-color:#00AEEF; text-align:center; color:white;">

EVALUATION FORM

</div>

Title of event:

Date and venue:

Evaluation carried out by (name of institution and contact person):

1. Please indicate your specific expectation/s regarding the event and which presentations and experiences were the most useful for you.

> [blank box]

2. Were your expectations fulfilled?

☐ Yes ☐ No

If no, please specify:

> [blank box]

3. The event was well organised.

☐ Strongly agree ☐ Agree ☐ Neither agree nor disagree ☐ Disagree ☐ Strongly disagree

Please comment:

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4. The preparatory information provided by the organizers in advance was sufficient.

☐ Strongly agree   ☐ Agree   ☐ Neither agree nor disagree   ☐ Disagree   ☐ Strongly disagree

Please comment:

5. The objective/s of the event was/were clearly stated.

☐ Strongly agree   ☐ Agree   ☐ Neither agree nor disagree   ☐ Disagree   ☐ Strongly disagree

Please comment:

6. The inputs (e.g. presentations, handouts) of the presenting parties were clear and informative.

☐ Strongly agree   ☐ Agree   ☐ Neither agree nor disagree   ☐ Disagree   ☐ Strongly disagree

Please comment:

7. There was enough space for everyone to contribute. Please comment your contribution to the event.

☐ Strongly agree   ☐ Agree   ☐ Neither agree nor disagree   ☐ Disagree   ☐ Strongly disagree

Please comment:

8. What do you think you are able to do better as a result of the event?

Please comment:

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9. What topics would you like to see covered at future events to support you in the project implementation?

10. General comments and recommendations for improvement:

Thank you for your time!

****

NOTE:

In the report summarising the evaluations all data will be accumulated in form of a narrative and/or graphs, and will include conclusions and recommendations.

A.5. CHECKLIST FOR PROGRESS AND REALISATION OF CORE DELIVERABLES IN LINE WITH LFM

WP	OUTPUTS/ OUTCOMES	INDICATORS OF PROGRESS	HOW INDICATORS WILL BE MEASURED	START DATE	END DATE	STATUS (ON TIME: Y/N, DELAYED)	COMMENTS
1 PREPARATION	1.1.Startup of project	1.1 partner contracts distributed, committees appointed, Project Ethics Statement of Requirements and the Best Practice Guidelines drafted	1.1 contracts signed, committee members in project reports, project documents agreed at GB	Nov.19	Nov.21		
	1.2 Kick off meeting and joint conference	1.2 documents distributed, invitations issued	1.2 project documents on project web	Jän.19	Feb.19		
2 CURRICULUM AUDIT AND ACTION PLAN	2.1 Audit of current BA and MA programmes	2.1 student survey launched, data collated and analysed, audit reports produced	2.1 X students surveyed, survey data presented, audit reports on web	Feb.19	Jun.19		
	2.2 Peer Desk reviews of	2.2 desk review panels assigned, review template	2.2 Desk Review Report on web	Feb.19	Aug.19		

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	current programmes	created from ALIGN project, Desk Review Report					
3 EUROPEAN CURRICULUM DESIGN: PRINCIPLES AND PRACTICES	3.1 DESTIN Toolkit	3.1 DESTIN Toolkit approved and circulated	3.1 meeting minutes,toolkit on web	Feb.19	Mär.19		
	3.3.2 Course design action plans and feedback report	3.3.2 Action plans, mentors assigned	3.3.2 Actions Plans presented & assessed,mentoring at 10 UA universities	Feb.19	Jun.19		
4 CURRICULUM MODELS: EUROPEAN MODELS OF JOURNALISM EDUCATION	4.1 Field trip benchmarking reports	4.1 Field Trips take place, Benchmarking reports	4.1 28 people attend 2 Field Trips,10 Benchmarking reports circulated	Jun.19	Aug.19		
5 NEW/REVISED CURRICULUM, EVALUATION AND NATIONAL GUIDELINES	5.1 Peer review of new and revised curriculums	5.1 revised ALIGN template, new BA and MA programmes mapped to template, desk review, peer review reports, recruitment to Peer Review Panels, site visits	5.1 circulation of new BA/MA programme documents from 10 UA unis to 3 Peer Review Panels,3 peer review reports disseminated & published,Peer Review Panel members list published,3 site visits	Nov.19	Mär.20		
	5.2 New and revised BA / MA programmes	5.2 Curriculum Development Teams documentation submitted and approved	5.2 10 CDTs documentation circulated,approval of new BA/MA programmes at 10 UA unis	Nov.19	Jun.20		
	5.3 Evaluation Report of new and revised programmes	5.3 new programmes student survey launched, data collated and analysed, audit reports produced	5.3 X students on new programmes surveyed,survey data presented,audit reports on web,survey report at GB	Nov.19	Okt.21		

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	5.4 National Guideline Statements (NGS)	5.4 NGS circulated	5.4 1 BA and 1 MA NGS, NGS approved by GB	Nov.19	Nov.21		
6 UNIVERSITY OUTREACH ONLINE 'MEDIA LITERACY' COURSES	6.1 Pilot online outreach courses	6.1 Outreach Team members appointed, participants enrolled, pilot course material prepared, stakeholders contacted	6.1 X participants piloted courses,5 courses reviewed,feedback collated,5 pilot courses online,Outreach Team members published, X stakeholders engaged	Jun.20	Nov.20		
	6.2 Outreach courses	6.2 Feedback and evaluation report of outreach courses	6.2 feedback report reviewed,acted on and on website	Jun.20	Oct.21		
7 QUALITY MANAGEMENT: MONITORING AND EVALUATION	7.1 Project Quality Plan	7.1 draft plan circulated at Kickoff meeting, final quality plan approved, quality plan reviewed at GBs	7.1 Quality Plan on web	Nov.18	Feb.19		
	7.1.1 Risk assessment	7.1.1 risk assessment circulated	7.1.1 risk assessment reviewed at GBs	Nov.18	May 19		
	7.2 Expert reviews on curriculum reform	7.2 redesigned programmes checked for quality	7.2 approved BA/MA programmes	Nov.18	July 2020	Delayed	
	7.3 Monitoring and evaluation of project activities and outputs	7.3 Project documentation review and analysis, reports at GB meetings	7.3 Accurate & timely project documentation, timely interim & final reports,reports & reviews published on web	Nov.18	Oct. 21		
	8.1 Public engagement	8.1 Ukraine universities' Open		Nov.18	Nov.21		

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8 DISSEMINATION AND PARTICIPATION	and participation	Days, open day invites issued to key stakeholders, Plan discussed at GB2	8.1 feedback from Open Days, X people on 10 open days,reports & plans on web,stakeholders engaged				
	8.2 University engagement and participation	8.2 Plan discussed at GB3	8.2 reports & plans on web,key stakeholders engaged	Nov.18	Nov.21		
	8.3 Project website	8.3 Website of the project in operation and populated, monthly 'Project Watch' bulletins	8.3 Project publications,minutes, reports,Employers database,Project Watch on web	Nov.18	Nov.21		
9 SUSTAINABILITY	9.1 Sustainability Plan	9.1 members list of Sustainability Team, Sustainability Plan, national guidelines discussed with Ministry and QAA	9.1 members list published, Ukrainian National Impact reviewed, development of joint/dual programmes & outreach courses, reports,course material,minutes, database on web,continued delivery of outreach courses	Nov.18	Nov.21		
	9.2 Final Conference 'Journalism Futures'	9.2 final conference happens, external stakeholders invited, project evaluation report	9.2 external stakeholders at final conference,final reports,conference film on web	n/a	Okt.21		
	10.1 Financial management	10.1 Financial reports circulated at GB meetings, accurate records maintained	10.1 Financial reports approved at GBs,accurate records	Nov.18	Nov.21		

10 PROJECT MANAGEMENT	10.2 Project coordination and management	10.2 Project Management Group meetings and reports, coordination meetings, day to day PM	10.2 minutes, publications on web	Nov.18	Nov.21		
	10.3 Governing Board (GB)	10.3 members selected for GB, GB reports	10.3 minutes,GB members & reports on web	Nov.18	Okt.21		
	10.4 Project Committees	10.4 members selected for project committees	10.4 minutes & reports on web	Nov.18	Sep.21		
	10.5 Curriculum Development Teams (CDTs)	10.5 members selected CDTs	10.5 members, reports on web	Nov.18	Okt.21		
	10.6 Equipment purchased	10.6 Purchased and installed equipment for PC	10.6 Equipment registered on UA unis asset registers	Nov.18	Mär.19		

A 6: PROJECT OVERVIEW

Table by Bath Spa University (Coordinator)_ December 2018

WP	Type	Name	Lead organisation	Sections	Section Name	Travel / Meetings (Location) When	Start Date	End Date	Project Groups / Teams	Outputs
1	Preparation	Preparation	BSU (P1)							
				1,1	Start up of Project		Nov.19	Nov.21	BSU Project Management Group	Project Ethics Statement
										Best Practice Guidelines
				1,2	Kick off meeting and joint conference	BSU & IADT Jan/Feb 19	Jän.19	Feb.19		
						First Governing Board Meeting (BSU) Jan/Feb 19 **GB1**	Jän.19	Feb.19		
2	Development	Curriculum audit and action plan	TSNUK (P13)							
				2,1	Audit of current BA and MA programmes		Feb.19	Jun.19		Student Survey
				2,2	Desk review of current programmes	Training workshop for peer review (TSNUK) Mar 19	Feb.19	Aug.19		Desk Review Template
						Second Governing Board Meeting (TSNUK) Jul 19 **GB2**	Feb.19	Aug.19		Desk Review Report
						Coordination Meeting (TSNUK)				
3	Development	European curriculum design: Principles and practices	IADT (P3)							
				3,1	DESTIN Toolkit		Feb.19	Mär.19		DESTIN Toolkit
				3,2	Course design conference	Student Centered Learning Course Design Conference (TSNUK) Apr 19	Feb.19	Jun.19		SCL Course Design Action Plan Course Design Feedback Report
						Coordination Meeting (TSNUK)	Feb.19	Jun.19		
				3,3	Course design training workshops	Course Design Training Workshops (1 per UA university) May 19	Feb.19	Jun.19		Online mentors 10 workshops Self assessment action plan
4	Development	Curriculum models: European models of journalism	AMU (P2)							
				4,1	Field trip benchmarking reports	Field Trip 1 (LNU)	Jun.19	Aug.19		Field Trip Benchmarking Reports

							Field Trip 2 (AMU)	Jun.19	Aug.19		
5	Development	New / Revised curriculum, evaluation and National Guidelines	TSNUK (P13)	5,1	Peer review of new and revised curriculum	Peer Review Panel 1 Visit (4 UA unis) Feb 20	Nov.19	Mär.20	Peer review panel 1	Revised ALIGN Template
						Peer Review Panel 2 Visit (3 UA unis) Feb 20	Nov.19	Mär.20	Peer review panel 2	
						Peer Review Panel 3 Visit (3 UA unis) Feb 20	Nov.19	Mär.20	Peer review panel 3	
				5,2	New / Revised programmes		Nov.19	Jun.20		Course Development Team Reports (x 10)
				5,3	Evaluation report of new / revised programmes		Nov.19	Okt.21		Student Survey New / Revised Programmes Report
				5,4	National Guideline Statements		Nov.19	Nov.21		National Guideline Statements New BA / MA Programmes approved Mar - May 20
6	Development	University outreach online 'Media Literacy' courses	SSU (P12)	6,1	Pilot online outreach courses Sep 20 - Dec 20	Outreach Teams Coordination meeting (SSU)	Jun.20	Nov.20	Outreach course team	Pilot Outreach Course material
				6,2	Outreach courses	Governing Board **GB3** Outreach Teams Evaluation meeting (online) monthly Jun 20 - Jul 21	Jun.20	Okt.21		Pilot Outreach Course Evaluation Report
7	Quality Plan	Quality Management: Monitoring and evaluation	WUS (P5)	7,1	Project Quality Plan		Nov.18	Feb.19		Risk Assessment Quality Plan
				7,2	Expert reviews on curriculum reform		Nov.18	Feb.20		Re-designed curriculums (x 20)
				7,3	Monitoring and evaluation of project activities and outputs		Nov.18	Okt.21		Annual Reviews Sep each year
8	Dissemination & Exploitation	Dissemination and Participation	CHNU (P16)	8,1	Public engagement and participation	Open days (1 per UA partner)	Nov.18	Nov.21		Open day feedback report(s)

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#	Work Package		Lead	Task	Task Name	Sub-activity / Meeting	Start	End	Responsible	Deliverable
										Public Engagement Strategy
				8,2	University engagement and participation		Nov.18	Nov.21		University Engagement Strategy
				8,3	Project website		Nov.18	Nov.21		Employers Database Project Watch' newsletter (monthly)
9	Dissemination & Exploitation	Sustainability	IFNUL (P10)	9,1	Sustainability Plan	Sustainability Teaam Coordination Meeting (IFNUL) Feb 19	Nov.18	Nov.21	Sustainability Team	Sustainability Plan & EU-UA Practitioner Research Development Network and Professional Association Forum Database
				9,2	Final conference "Journalism Futures"	Final conference (IFNUL) Final Governing Board (IFNUL) **GB4**		Okt.21 Okt.21		
10	Management	Project Management	BSU (P1)	10,1	Financial Management		Nov.18	Nov.21		Financial Reports (x 4)
				10,2	Project Coordination and Management		Nov.18	Nov.21		Minutes
				10,3	Governing Board	4 x Governing Board Meetings	Nov.18	Okt.21	Governing Board	Minutes
				10,4	Project working groups meetings		Nov.18	Sep.21		Minutes
				10,5	Curriculum development teams		Nov.18	Okt.21	Curriculum Development Teams (1 per UA university) Est Dec 18 Coordination Development Teams	Minutes Minutes
				10,6	Equipment		Nov.18	Mär.19		Equipment Registered at UA unis Tenders as per EACEA requirements