



Quality Assurance – Self-Assessment Tool for Partner Institutions

Introduction/context:

This self –evaluation tool aims at collecting and documenting quantitative information from each partner institution on contributions made within the project on the levels of a) work packages, b) outputs and c) activities. It shall document in which ways partner institutions have contributed to general and specific objectives within the project.

The development of this tool is a response to the feedback of the EACEA to the INCLUSION Interim Report, where it is stated that “The project ensures sufficient involvement of the partners in leading of the work packages, but the direct contribution of the different partners to the project activities and outputs is not clear from the report.”

In order for the management of the INCLUSION project to be equipped with relevant and consolidated information for potential follow up requests by the EACEA on the certainly valuable contributions made to the INCLUSION project by ALL partners, we kindly request and rely on your inputs and contributions.

Please fill in the on-line questionnaire until June 30, 2019 and take your time to add all necessary information!

Please also note that documents to proof your contributions should be uploaded on moodle under the file ‘WP5: Data collection for self-assessment’. Please save all documents of proof under the subfile which has been created for your institution and write down on the first page of each document of proof the name and number of the activity it refers to.

Thank you very much in advance for your essential support and contributions!!!

* Required

Email address *

Name of Partner Institution *

Representative of the institution in charge for self-evaluation *

WP 1: Capacity building

Please select outputs/deliverables to which your Institution contributed:
Check all that apply.

- ☐ 1.2. Fact-finding tool kit
- ☐ 1.3. Training kits
- ☐ 1.4. Trained staff
- ☐ 1.5. Fact –finding reports

Please select the activities to which your institution contributed:
Check all that apply.

- ☐ 1.1.1. Development of fact-finding tool kit
- ☐ 1.2.1. Feedback of key stakeholders
- ☐ 1.3.1. Pilot of fact-finding tools
- ☐ 1.4.1. Site visits
- ☐ 1.4.2. Training
- ☐ 1.5.1. Fact –finding reports
- ☐ Other:

Name of the Person(s) who contributed:
Proof of contribution :
Check all that apply.

- ☐ Minutes of meeting
- ☐ Published tool kit for fact-finding
- ☐ Feedback from the EU partners and key stakeholders
- ☐ Boarding passes and other mobility arrangements
- ☐ Approved verification reports
- ☐ Feedback from trainees
- ☐ Feedback on fact-finding reports on Armenia and BiH
- ☐ Other:

Please describe each of the above selected choices (eg name/date of meeting, title of report etc) and write on the first page of each document of proof (when uploading it to moodle) the name and number of activity it refers to.'

1.1.1. Development of fact-finding tool kit

The following questions are only for Activity 1.1.1
Nature of the contribution made:
Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in
- ☐ Report Drafted on XY
- ☐ Strategy XY developed
- ☐ Strategy XY reviewed
- ☐ Other:

Detailed information on contributions made (what exactly/when and where):

1.2.1. Feedback of key stakeholders

The following questions are only for activity 1.2.1

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in
- ☐ Report Drafted on XY
- ☐ Strategy XY developed
- ☐ Strategy XY reviewed
- ☐ Other:

Detailed information on contributions made (what exactly/when and where):

1.3.1. Pilot of fact-finding tools

The following questions are only for activity 1.3.1

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in
- ☐ Report Drafted on XY
- ☐ Strategy XY developed
- ☐ Strategy XY reviewed
- ☐ Other:

Detailed information on contributions made (what exactly/when and where):

1.4.1. Site visits

The following questions are only for activity 1.4.1

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in
- ☐ Report Drafted on XY
- ☐ Strategy XY developed
- ☐ Strategy XY reviewed
- ☐ Other:

Detailed information on contributions made (what exactly/when and where):

1.4.2. Training

The following questions are only for activity 1.4.2

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in
- ☐ Report Drafted on XY
- ☐ Strategy XY developed
- ☐ Strategy XY reviewed
- ☐ Other:

Detailed information on contributions made (what exactly/when and where):

1.5.1. Fact –finding reports

The following questions are only for activity 1.5.1

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in
- ☐ Report Drafted on XY
- ☐ Strategy XY developed
- ☐ Strategy XY reviewed
- ☐ Other:

Detailed information on contributions made (what exactly/when and where):

WP 2: Guidelines/Master plan and institutional mechanisms

Please select outputs/deliverables to which your Institution contributed:

Check all that apply.

- ☐ 2.1. Workshop tools
- ☐ 2.2. National guidelines with an emphasis on the HE role;
- ☐ 2.3. Master plan for each PCU
- ☐ 2.4. Conference on the achievements and lessons learnt

Please select the activities to which your institution contributed:

Check all that apply.

- ☐ 2.1.1. Workshop
- ☐ 2.2.1. Development of national guidelines
- ☐ 2.3.1. Study visits
- ☐ 2.4.2. Master plan
- ☐ 2.5.1. First Conference
- ☐ Other:

Name of the Person(s) who contributed:

Proof of contribution:

Check all that apply.

- ☐ Feedback from the workshop participants
- ☐ Country level approval of national level guidelines
- ☐ Feedback of the EU partners and other key stakeholders
- ☐ Feedback from the study visit participants
- ☐ Feedback on the Master plans
- ☐ Feedback from the conference participants
- ☐ Published conference proceedings, agenda, and invitation letters.
- ☐ Other:

Please describe each of the above selected choices (eg name/date of meeting, title of report etc) and write on the first page of each document of proof (when uploading it to moodle) the name and number of activity it refers to.'

2.1.1. Workshop

The following questions are only for activity 2.1.1.

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in
- ☐ Report Drafted on XY
- ☐ Strategy XY developed
- ☐ Strategy XY reviewed
- ☐ Other:

Detailed information on contributions made (what exactly/when and where):

2.2.1. Development of national guidelines

The following questions are only for activity 2.2.1.

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in
- ☐ Report Drafted on XY
- ☐ Strategy XY developed
- ☐ Strategy XY reviewed
- ☐ Other:

Detailed information on contributions made (what exactly/when and where):

2.3.1. Study visits

The following questions are only for activity 2.3.1.

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in
- ☐ Report Drafted on XY
- ☐ Strategy XY developed
- ☐ Strategy XY reviewed
- ☐ Other:

Detailed information on contributions made (what exactly/when and where):

2.4.1. Master plan

The following questions are only for activity 2.4.1.

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in
- ☐ Report Drafted on XY
- ☐ Strategy XY developed
- ☐ Strategy XY reviewed
- ☐ Other:

Detailed information on contributions made (what exactly/when and where):

2.5.1. First Conference

The following questions are only for activity 2.5.1

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in
- ☐ Report Drafted on XY
- ☐ Strategy XY developed
- ☐ Strategy XY reviewed
- ☐ Other:

Detailed information on contributions made (what exactly/when and where):

WP 3: Development of mechanisms fostering access of disadvantaged groups

Please select outputs/deliverables to which your Institution contributed:
Check all that apply.

- ☐ 3.1. Report on needs at PCUs
- ☐ 3.2. Institutional level mechanisms
- ☐ 3.3. Guidelines for inclusive teaching/learning
- ☐ 3.4. New resources for inclusive teaching/ learning,
- ☐ 3.5. equipment
- ☐ 3.6. Trained PCU staff
- ☐ 3.7. Webinars

Please select the activities to which your Institution contributed:
Check all that apply.

- ☐ 3.2.1. Analysis of resources and needs
- ☐ 3.3.1. Institutional level mechanisms
- ☐ 3.3.2. Guidelines for inclusive teaching/learning
- ☐ 3.4.1. Development of new resources
- ☐ 3.5.1. Purchase of equipment
- ☐ 3.6.1. Training PCU staff
- ☐ 3.7.1. Webinar series
- ☐ 3.7.2. Pilot
- ☐ Other:

Name of the Person(s) who contributed:

Proof of contribution:

Check all that apply.

- ☐ Published reports on two countries
- ☐ Approved and published guidelines on inclusive teaching and learning
- ☐ Published report on the needs
- ☐ Feedback on the equipment applicability
- ☐ Feedback on the teaching and learning guidelines
- ☐ Feedback from the training participants
- ☐ Report on the pilot results
- ☐ Reports on the webinars
- ☐ Other:

Please describe each of the above selected choices (eg name/date of meeting, title of report etc) and write on the first page of each document of proof (when uploading it to moodle) the name and number of activity it refers to.'

3.2.1. Analysis of resources and needs

The following questions are only for activity 3.2.1

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in

- Report Drafted on XY
- Strategy XY developed
- Strategy XY reviewed
- Other:

Detailed information on contributions made (what exactly/when and where):

3.3.1. Institutional level mechanisms

The following questions are only for activity 3.3.1

Nature of the contribution made:

Check all that apply.

- Main coordination of activity XY
- Main drafter(s) of document XY
- Contributions to drafting of document XY
- Feedback provided on draft document XY
- Event organized in XY with XY
- Participation in the event XY in YX on YX
- Questionnaire related to XY filled in
- Report Drafted on XY
- Strategy XY developed
- Strategy XY reviewed
- Other:

Detailed information on contributions made (what exactly/when and where):

3.3.2. Guidelines for inclusive teaching/learning

The following questions are only for activity 3.2.1

Nature of the contribution made:

Check all that apply.

- Main coordination of activity XY
- Main drafter(s) of document XY
- Contributions to drafting of document XY
- Feedback provided on draft document XY
- Event organized in XY with XY
- Participation in the event XY in YX on YX
- Questionnaire related to XY filled in
- Report Drafted on XY
- Strategy XY developed
- Strategy XY reviewed
- Other:

Detailed information on contributions made (what exactly/when and where):

3.4.1. Development of new resources

The following questions are only for activity 3.4.1

Nature of the contribution made:

Check all that apply.

- Main coordination of activity XY
- Main drafter(s) of document XY
- Contributions to drafting of document XY
- Feedback provided on draft document XY
- Event organized in XY with XY

- Participation in the event XY in YX on YX
- Questionnaire related to XY filled in
- Report Drafted on XY
- Strategy XY developed
- Strategy XY reviewed
- Other:

Detailed information on contributions made (what exactly/when and where):

3.5.1. Purchase of equipment

The following questions are only for activity 3.5.1

Nature of the contribution made:

Check all that apply.

- Main coordination of activity XY
- Main drafter(s) of document XY
- Contributions to drafting of document XY
- Feedback provided on draft document XY
- Event organized in XY with XY
- Participation in the event XY in YX on YX
- Questionnaire related to XY filled in
- Report Drafted on XY
- Strategy XY developed
- Strategy XY reviewed
- Other:

Detailed information on contributions made (what exactly/when and where):

3.6.1. Training PCU staff

The following questions are only for activity 3.6.1.

Nature of the contribution made:

Check all that apply.

- Main coordination of activity XY
- Main drafter(s) of document XY
- Contributions to drafting of document XY
- Feedback provided on draft document XY
- Event organized in XY with XY
- Participation in the event XY in YX on YX
- Questionnaire related to XY filled in
- Report Drafted on XY
- Strategy XY developed
- Strategy XY reviewed
- Other:

Detailed information on contributions made (what exactly/when and where):

3.7.1. Webinar series

The following questions are only for activity 3.7.1

Nature of the contribution made:

Check all that apply.

- Main coordination of activity XY
- Main drafter(s) of document XY
- Contributions to drafting of document XY
- Feedback provided on draft document XY
- Event organized in XY with XY
- Participation in the event XY in YX on YX
- Questionnaire related to XY filled in
- Report Drafted on XY
- Strategy XY developed
- Strategy XY reviewed
- Other:

Detailed information on contributions made (what exactly/when and where):

3.7.2. Pilot

The following questions are only for activity 3.7.2.

Nature of the contribution made:

Check all that apply.

- Main coordination of activity XY
- Main drafter(s) of document XY
- Contributions to drafting of document XY
- Feedback provided on draft document XY
- Event organized in XY with XY
- Participation in the event XY in YX on YX
- Questionnaire related to XY filled in
- Report Drafted on XY
- Strategy XY developed
- Strategy XY reviewed
- Other:

Detailed information on contributions made (what exactly/when and where):

WP 4: Capacity building related to the human and physical resources

Please select outputs/deliverables to which your Institution contributed:
Check all that apply.

- ☐ 4.1. NEW OUTPUT: Training for PCUs in Armenia by UoR in November 2018 (OLD OUTPUT: Report on inter-project coaching)
- ☐ 4.2. Teaching resources and training materials for high school pupils/ teachers
- ☐ 4.3. Trained high school teachers, principals and HE staff
- ☐ 4.4. Tool kit on training resources for school teachers

Please select the activities to which your institution contributed:
Check all that apply.

- ☐ 4.1.1. NEW ACTIVITY: Training for PCUs in Armenia by UoR in November 2018-project coaching
- ☐ 4.2.2. Teaching resources and training materials for high school pupils/ teachers
- ☐ 4.3.1. Organizing a workshop in Armenia
- ☐ 4.3.2. Organizing a workshop in BiH
- ☐ 4.4.1. Development of a tool kit
- ☐ Other:

Name of the Person(s) who contributed:

Proof of contribution:

Check all that apply.

- ☐ Feedback on the teaching resources and training materials
- ☐ Feedback from the workshop participants
- ☐ Published tool kit online
- ☐ Other:

Please describe each of the above selected choices (eg name/date of meeting, title of report etc) and write on the first page of each document of proof (when uploading it to moodle) the name and number of activity it refers to.'

4.1.1. NEW ACTIVITY: Training for PCUs in Armenia by UoR in November 2018-project coaching

The following questions are only for activity 4.1.1.

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in
- ☐ Report Drafted on XY
- ☐ Strategy XY developed
- ☐ Strategy XY reviewed
- ☐ Other:

Detailed information on contributions made (what exactly/when and where):

4.2.2. Teaching resources and training materials for high school pupils/ teachers

The following questions are only for activity 4.2.2.

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in
- ☐ Report Drafted on XY
- ☐ Strategy XY developed
- ☐ Strategy XY reviewed
- ☐ Other:

Detailed information on contributions made (what exactly/when and where):

4.3.1. Organizing a workshop in Armenia

The following questions are only for activity 4.3.1.

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in
- ☐ Report Drafted on XY
- ☐ Strategy XY developed
- ☐ Strategy XY reviewed
- ☐ Other:

Detailed information on contributions made (what exactly/when and where):

4.3.2. Organizing a workshop in BiH

The following questions are only for activity 4.3.2.

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in
- ☐ Report Drafted on XY
- ☐ Strategy XY developed

- Strategy XY reviewed
- Other:

Detailed information on contributions made (what exactly/when and where):

4.4.1. Development of tool kit

The following questions are only for activity 4.4.1.

Nature of the contribution made:

Check all that apply.

- Main coordination of activity XY
- Main drafter(s) of document XY
- Contributions to drafting of document XY
- Feedback provided on draft document XY
- Event organized in XY with XY
- Participation in the event XY in YX on YX
- Questionnaire related to XY filled in
- Report Drafted on XY
- Strategy XY developed
- Strategy XY reviewed
- Other:

Detailed information on contributions made (what exactly/when and where):

WP 5: Quality control and monitoring

Please select outputs/deliverables to which your Institution contributed:
Check all that apply.

- ☐ 5.1. QCM plan and tools
- ☐ 5.2. Internal QC reports per WP
- ☐ 5.3. Reports on monitoring visits to PCUs
- ☐ 5.4. Interim financial and audit reports
- ☐ 5.5. Overall external and financial audit reports

Please select the activities to which your institution contributed:
Check all that apply.

- ☐ 5.1.1. Quality plan and tools
- ☐ 5.2.1 Reports per WP
- ☐ 5.2.2. Feedback on products/outputs
- ☐ 5.3.1. Monitoring visits
- ☐ 5.4.1. Financial and interim audit
- ☐ 5.5.1. Overall external and financial audit
- ☐ Other:

Name of the Person(s) who contributed:

Proof of contribution:

Check all that apply.

- ☐ Minutes of the meeting approving the QC and monitoring plan
- ☐ Approved quality reports published online
- ☐ WP reports approved by the coordinator
- ☐ Reports on monitoring visits
- ☐ Approval of Interim and financial reports
- ☐ Other:

Please describe each of the above selected choices (eg name/date of meeting, title of report etc) and write on the first page of each document of proof (when uploading it to moodle) the name and number of activity it refers to.'

5.1.1. Quality plan and tools

The following questions are only for activity 5.1.1.

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in
- ☐ Report Drafted on XY
- ☐ Strategy XY developed
- ☐ Strategy XY reviewed
- ☐ Other:

Detailed information on contributions made (what exactly/when and where):

5.2.1 Reports per WP

The following questions are only for activity 5.2.1.

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in
- ☐ Report Drafted on XY
- ☐ Strategy XY developed
- ☐ Strategy XY reviewed
- ☐ Other:

Detailed information on contributions made (what exactly/when and where):

5.2.2. Feedback on products/outputs

The following questions are only for activity 5.2.2.

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in
- ☐ Report Drafted on XY
- ☐ Strategy XY developed
- ☐ Strategy XY reviewed
- ☐ Other:

Detailed information on contributions made (what exactly/when and where):

5.3.1. Monitoring visits

The following questions are only for activity 5.3.1.

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in
- ☐ Report Drafted on XY
- ☐ Strategy XY developed
- ☐ Strategy XY reviewed
- ☐ Other:

Detailed information on contributions made (what exactly/when and where):

5.4.1. Financial and interim audit

The following questions are only for activity 5.4.1.

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in
- ☐ Report Drafted on XY
- ☐ Strategy XY developed
- ☐ Strategy XY reviewed
- ☐ Other:

Detailed information on contributions made (what exactly/when and where):

5.5.1. Overall external and financial audit

The following questions are only for activity 5.5.1.

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in
- ☐ Report Drafted on XY
- ☐ Strategy XY developed
- ☐ Strategy XY reviewed
- ☐ Other:

Detailed information on contributions made (what exactly/when and where):

WP 6: Dissemination

Please select outputs/deliverables to which your Institution contributed:
Check all that apply.

- ☐ 6.1. Dissemination plan
- ☐ 6.2. Project website
- ☐ 6.3. Press releases
- ☐ 6.4. Round tables discussions
- ☐ 6.5. Awareness campaign to high school students;
- ☐ 6.6. Dissemination reports (interim and final)
- ☐ 6.7. Consortium conferences

Please select the activities to which your Institution contributed:
Check all that apply.

- ☐ 6.1.1. Dissemination package with strategy and tools;
- ☐ 6.2.1. Website
- ☐ 6.3.1. Press releases
- ☐ 6.4.1. Round tables in PCUs
- ☐ 6.5.1. Awareness campaign to high school students;
- ☐ 6.5.2. National level guidelines
- ☐ 6.6.1. Master plans
- ☐ 6.6.2. Dissemination reports
- ☐ 6.7.1. 2nd consortium conference
- ☐ Other:

Name of the Person(s) who contributed:

Proof of contribution:

Check all that apply.

- ☐ Approved dissemination plan
- ☐ Feedback on the web-site
- ☐ Feedback on the dissemination level
- ☐ Recommendations for improvement
- ☐ Feedback from the conference participants
- ☐ Other:

Please describe each of the above selected choices (eg name/date of meeting, title of report etc) and write on the first page of each document of proof (when uploading it to moodle) the name and number of activity it refers to.'

6.1.1. Dissemination package with strategy and tools;

The following questions are only for activity 6.1.1.

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in
- ☐ Report Drafted on XY
- ☐ Strategy XY developed
- ☐ Strategy XY reviewed

- Other:

Detailed information on contributions made (what exactly/when and where):

6.2.1. Website

The following questions are only for activity 6.2.1.

Nature of the contribution made:

Check all that apply.

- Main coordination of activity XY
- Main drafter(s) of document XY
- Contributions to drafting of document XY
- Feedback provided on draft document XY
- Event organized in XY with XY
- Participation in the event XY in YX on YX
- Questionnaire related to XY filled in
- Report Drafted on XY
- Strategy XY developed
- Strategy XY reviewed
- Other:

Detailed information on contributions made (what exactly/when and where):

6.3.1. Press releases

The following questions are only for activity 6.3.1.

Nature of the contribution made:

Check all that apply.

- Main coordination of activity XY
- Main drafter(s) of document XY
- Contributions to drafting of document XY
- Feedback provided on draft document XY
- Event organized in XY with XY
- Participation in the event XY in YX on YX
- Questionnaire related to XY filled in
- Report Drafted on XY
- Strategy XY developed
- Strategy XY reviewed
- Other:

Detailed information on contributions made (what exactly/when and where):

6.4.1. Round tables in PCUs

The following questions are only for activity 6.4.1.

Nature of the contribution made:

Check all that apply.

- Main coordination of activity XY
- Main drafter(s) of document XY
- Contributions to drafting of document XY
- Feedback provided on draft document XY
- Event organized in XY with XY

- Participation in the event XY in YX on YX
- Questionnaire related to XY filled in
- Report Drafted on XY
- Strategy XY developed
- Strategy XY reviewed
- Other:

Detailed information on contributions made (what exactly/when and where):

6.5.1. Awareness raising campaign to high school students;

The following questions are only for activity 6.5.1.

Nature of the contribution made:

Check all that apply.

- Main coordination of activity XY
- Main drafter(s) of document XY
- Contributions to drafting of document XY
- Feedback provided on draft document XY
- Event organized in XY with XY
- Participation in the event XY in YX on YX
- Questionnaire related to XY filled in
- Report Drafted on XY
- Strategy XY developed
- Strategy XY reviewed
- Other:

Detailed information on contributions made (what exactly/when and where):

6.5.2. National level guidelines (dissemination activities)

The following questions are only for activity 6.5.2.

Nature of the contribution made:

Check all that apply.

- Main coordination of activity XY
- Main drafter(s) of document XY
- Contributions to drafting of document XY
- Feedback provided on draft document XY
- Event organized in XY with XY
- Participation in the event XY in YX on YX
- Questionnaire related to XY filled in
- Report Drafted on XY
- Strategy XY developed
- Strategy XY reviewed
- Other:

Detailed information on contributions made (what exactly/when and where):

6.6.1. Master plans (dissemination activities)

The following questions are only for activity 6.6.1.

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in
- ☐ Report Drafted on XY
- ☐ Strategy XY developed
- ☐ Strategy XY reviewed
- ☐ Other:

Detailed information on contributions made (what exactly/when and where):

6.6.2. Dissemination reports

The following questions are only for activity 6.6.2.

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in
- ☐ Report Drafted on XY
- ☐ Strategy XY developed
- ☐ Strategy XY reviewed
- ☐ Other:

Detailed information on contributions made (what exactly/when and where):

6.7.1. 2nd consortium conference

The following questions are only for activity 6.7.1.

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in

- Report Drafted on XY
- Strategy XY developed
- Strategy XY reviewed
- Other:

Detailed information on contributions made (what exactly/when and where):

WP 7: Sustainability

Please select the outputs/deliverables to which your Institution contributed:
Check all that apply.

- ☐ 7.1. Approved national guidelines
- ☐ 7.2. Approved master plans by HEIs
- ☐ 7.3. HE faculty trained to work with high school teachers and students

Please select the activities to which your Institution contributed:
Check all that apply.

- ☐ 7.1.1. Approval of national guidelines
- ☐ 7.2.1. Approval of master plans
- ☐ 7.3.1. Capacity building of PCU staff
- ☐ Other:

Name of the Person(s) who contributed:
Proof of contribution:
Check all that apply.

- ☐ Decrees on approval of the guidelines, master plans
- ☐ Financial commitments by respective HEIs
- ☐ Feedback from training on applicability
- ☐ Other:

Please describe each of the above selected choices (eg name/date of meeting, title of report etc) and write on the first page of each document of proof (when uploading it to moodle) the name and number of activity it refers to.'

7.1.1. Approval of national guidelines

The following questions are only for activity 7.1.1.

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in
- ☐ Report Drafted on XY
- ☐ Strategy XY developed
- ☐ Strategy XY reviewed
- ☐ Other:

Detailed information on contributions made (what exactly/when and where):

7.2.1. Approval of master plans

The following questions are only for activity 7.2.1.

Nature of the contribution made:

Check all that apply.

- Main coordination of activity XY
- Main drafter(s) of document XY
- Contributions to drafting of document XY
- Feedback provided on draft document XY
- Event organized in XY with XY
- Participation in the event XY in YX on YX
- Questionnaire related to XY filled in
- Report Drafted on XY
- Strategy XY developed
- Strategy XY reviewed
- Other:

Detailed information on contributions made (what exactly/when and where):

7.3.1. Capacity building of PCU staff

The following questions are only for activity 7.3.1.

Nature of the contribution made:

Check all that apply.

- Main coordination of activity XY
- Main drafter(s) of document XY
- Contributions to drafting of document XY
- Feedback provided on draft document XY
- Event organized in XY with XY
- Participation in the event XY in YX on YX
- Questionnaire related to XY filled in
- Report Drafted on XY
- Strategy XY developed
- Strategy XY reviewed
- Other:

Detailed information on contributions made (what exactly/when and where):

WP 8: Management

Please select outputs/deliverables to which your Institution contributed:
Check all that apply.

- ☐ 8.1. Project governing board
- ☐ 8.2. Kick-off meeting
- ☐ 8.3. Coordination meetings
- ☐ 8.4. Consolidated work plan on each WP
- ☐ 8.5. Records on financial management
- ☐ 8.6. Records on day-to- day coordination

Please select the activities to which your institution contributed:
Check all that apply.

- ☐ 8.1.1. Governing board
- ☐ 8.2.1. Kick-off meeting
- ☐ 8.3.1. 6 Coordination meetings
- ☐ 8.4.1. Work plans on each WP
- ☐ 8.5.1. Financial management
- ☐ 8.6.1. Day-to- day management
- ☐ 8.6.2. Day-to-day coordination of the project
- ☐ Other:

Name of the Person(s) who contributed:

Proof of contribution:

Check all that apply.

- ☐ Feedback on effectiveness of the management
- ☐ Follow up on the monitoring recommendations.
- ☐ Other:

Please describe each of the above selected choices (eg name/date of meeting, title of report etc) and write on the first page of each document of proof (when uploading it to moodle) the name and number of activity it refers to.'

8.1.1. Governing board

The following questions are only for activity 8.1.1.

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in
- ☐ Report Drafted on XY
- ☐ Strategy XY developed
- ☐ Strategy XY reviewed
- ☐ Other:

Detailed information on contributions made (what exactly/when and where):

8.2.1. Kick-off meeting

The following questions are only for activity 8.2.1.

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in
- ☐ Report Drafted on XY
- ☐ Strategy XY developed
- ☐ Strategy XY reviewed
- ☐ Other:

Detailed information on contributions made (what exactly/when and where):

8.3.1. 6 Coordination meetings

The following questions are only for activity 8.3.1.

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in
- ☐ Report Drafted on XY
- ☐ Strategy XY developed
- ☐ Strategy XY reviewed
- ☐ Other:

Detailed information on contributions made (what exactly/when and where):

8.4.1. Work plans on each WP

The following questions are only for activity 8.4.1.

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in
- ☐ Report Drafted on XY
- ☐ Strategy XY developed
- ☐ Strategy XY reviewed
- ☐ Other:

Detailed information on contributions made (what exactly/when and where):

8.5.1. Financial management

The following questions are only for activity 8.5.1.

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in
- ☐ Report Drafted on XY
- ☐ Strategy XY developed
- ☐ Strategy XY reviewed
- ☐ Other:

Detailed information on contributions made (what exactly/when and where):

8.6.1. Day-to- day management

The following questions are only for activity 8.6.1.

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY
- ☐ Participation in the event XY in YX on YX
- ☐ Questionnaire related to XY filled in
- ☐ Report Drafted on XY
- ☐ Strategy XY developed
- ☐ Strategy XY reviewed
- ☐ Other:

Detailed information on contributions made (what exactly/when and where):

8.6.2. Day-to-day coordination of the project

The following questions are only for activity 8.6.2.

Nature of the contribution made:

Check all that apply.

- ☐ Main coordination of activity XY
- ☐ Main drafter(s) of document XY
- ☐ Contributions to drafting of document XY
- ☐ Feedback provided on draft document XY
- ☐ Event organized in XY with XY

- Participation in the event XY in YX on YX
- Questionnaire related to XY filled in
- Report Drafted on XY
- Strategy XY developed
- Strategy XY reviewed
- Other:

Detailed information on contributions made (what exactly/when and where):

Thank you for your contributions and inputs!!!