MIGRANTS

QUALITY EVALUATION PLAN

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The MIGRANTS Project

The main objective of the MIGRANTS Project is to improve the quality of Tunisian higher education and enhance its relevance for the labour market and society in order to support its capacities in local, international cooperation and global partnerships.

The MIGRANTS project aims at a capacity building action that strengthens the local capacity for managing and govern migratory flows thanks to the training of highly skilled personnel able to manage, in a holistic and multidisciplinary way, the migratory phenomena affecting the Euro-Mediterranean Region.

MIGRANTS Project's specific objectives are: to develop a new Joint Master Degree in "Migration Studies: Governance, Policies and Cultures" between the three Tunisian Partner Universities; to improve Partner Universities teaching staff's capabilities by a comprehensive programme of training and support in scientific qualification in Migration Studies; to disseminate and exploit the results of the project, step by step, in order to guarantee its impact and sustainability in itinere and in the future; to realize an orientation plan for students in entrance and in exit for placement.

The Project's partners are both academic and non-academic.

The University of Palermo, that has a consolidated cultural, scientific and academic activity in Mediterranean and Middle East and North Africa Region, is the Lead Contractor.

Academic partners are: in Tunisia the University of Tunis El Manar, University of Manouba and the University of Tunis, the University of Granada (Spain), and the Westminster University (UK).

A network of associations, NGOs and international agencies dealing with migration phenomena has been selected in order to satisfy the widest partner of stakeholders involved in the project. Non-academic partners participating in the project are UNIMED, COSPE and CLEDU.

1. INTRODUCTION

This document presents the Quality Evaluation Plan for Erasmus + KA2 CBHE project 610242-EPP-1-2019-1-IT-EPPKA2-CBHE-JP "**MIGRANTS: Master Degree in Migration Studies: Governance, Policies, and Cultures**". It is developed in the scope of the WP 6 (Quality Plan) of the Project, in compliance with the Project description and all applicable rules and guidelines. This work package includes activities for the general monitoring and evaluation of the project. In particular, it defines qualitative instruments to assess and monitor the quality of the consortium and of the project management. Moreover, it defines tools to assess the quality of the communication activities and of the deliverables.

The quality control and monitoring strategy is an essential component of the project and provides inputs for improving the quality of all the phases of the project. Quality control ensures that goals and activities are achieved effectively.

This manual describes the methodology for the evaluation of results and processes of the project. It defines the general approach to quality control, internal and external evaluation and the procedures to be followed by the partners for effective communication as well as production and documentation of the Project deliverables. The document outlines the strategy for how the quality control mechanisms will be applied so that the operational, management and working procedures are comprehensively monitored and improved throughout the project duration.

The main aspects controlled by the quality mechanism will be the following: project management; processes of the project (activities, meetings, communication); outputs and tangible products (learning materials, etc.); project impacts on partners, beneficiaries, target groups and stakeholders at different levels; ongoing project plans especially that one related to their dissemination, exploitation and sustainability.

The evaluation will also emphasize the observation of how transnational partners and the coordinator operate and if this cooperation has been useful and constructive to the project and beneficiaries.

To evaluate the success of the project, one of the main criteria is the impact that denotes the relationship between the project's purpose and goals. It will measure the extent to which the benefits received by the target beneficiaries had a wider overall effect on larger numbers of people in the sector or region or in the country as a whole. The impact examines to what extent the planned goals have been achieved; if there were unplanned impacts, how they affected the overall impact; the long-term consequences of the outcomes.

WHAT IS THE GOAL OF THE QUALITY EVALUATION?

The general aim is to guarantee an attentive development of the project and to have a continuous view of the whole project implementation, having in mind that the wider the scope and questioning, the greater the risk of dispersion. The main goal is to ensure that goals and activities are achieved effectively and to identify points that need improvement, in order to take corrective actions and to measure the quality of the results of the project.

Monitoring, Interim and final evaluation reports will be produced with different purposes. Monitoring and Interim evaluation results will be used to realize adjustments and improvements. Final Evaluation will determine the future of the project, its possible continuation, modification and sustainability.

Moreover, the results of each individual evaluation (even after the monitoring and interim reports) are going to be used for the purpose of taking corrective action during the lifetime of the project. As a matter of fact, the Committee will organise virtual periodical meetings and will define adaptation measures if the project results are not achieved within the planned period.

WHO IS RESPONSIBLE FOR THE QUALITY EVALUATION MEASUREMENT METHODS?

Two responsible partners for the quality control have been appointed since the beginning (P1 UNIPA and P7 UNIMED) and they are in charge of the definition of the tools to be used and of the analysis of the results based on what foreseen in the Logical Framework Matrix. Quality monitoring will be applied at two levels: internal and external. As a matter of fact, the planning, development and analysis activities will be coordinated by a Quality Control Committee composed by the Project management Board and the External Evaluator which will be in charge of assessing the quality of the expected results. All the partners will contribute to the Quality of the project and to the monitoring activities. The project coordinator itself and the partners together with the stakeholders and the participants at the project activities are going to evaluate. They will be asked to express their points of view and feelings.
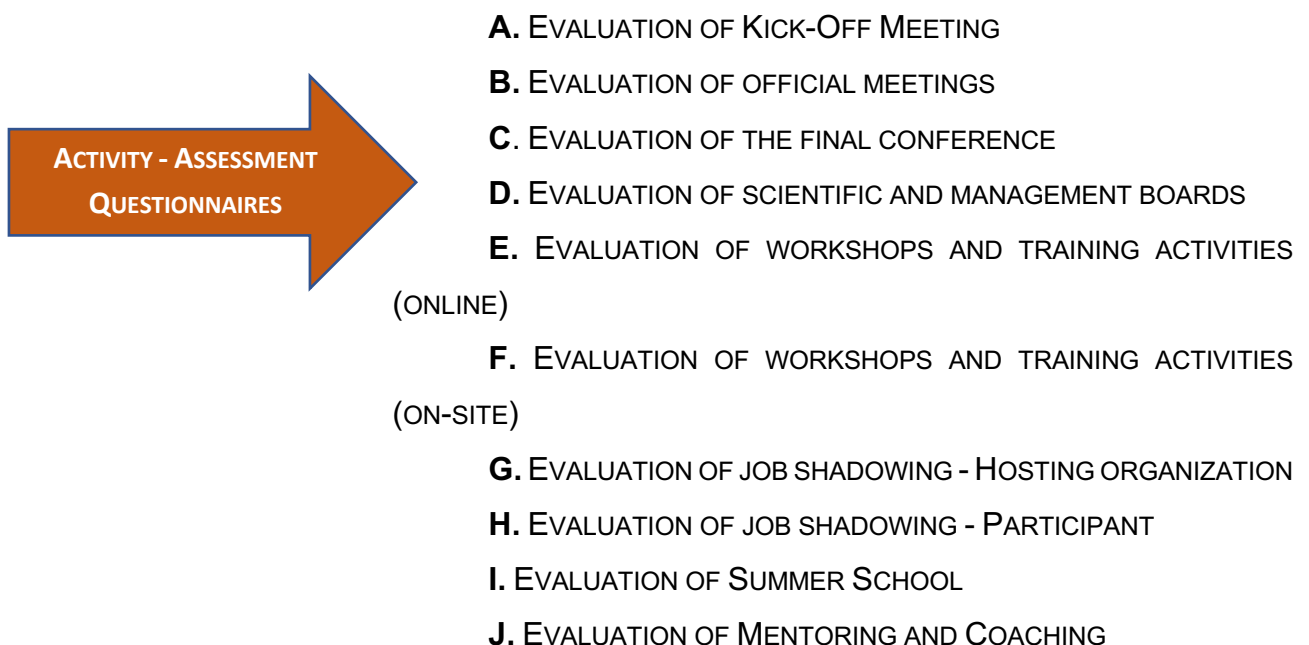
2. METHODOLOGY

The chosen methodology will be based on self-assessment procedures. Although no rule securing an optimal choice exists, the organisation of the evaluation will be supported by a series of tools in order to provide well-grounded answers to the evaluation questions.

The evaluation tools are essentially **two assessment questionnaires blocks**: Activities Assessment and Progress Monitoring questionnaires.

The first typology concerns the project evaluation of each activity both in presence of internal and external participants.

The second typology of questionnaires is devoted to the general implementation of the project and delivered each nine months of the project life.

The questionnaires include open and close questions and their results will be used to realize adjustments and improvements of the project and to take corrective actions during the lifetime of the project. The final project evaluation by the partner and by the coordinator will determine the future of the project, its possible continuation, modification and sustainability.

ACTIVITY - ASSESSMENT QUESTIONNAIRES

A. EVALUATION OF KICK-OFF MEETING

B. EVALUATION OF OFFICIAL MEETINGS

C. EVALUATION OF THE FINAL CONFERENCE

D. EVALUATION OF SCIENTIFIC AND MANAGEMENT BOARDS

E. EVALUATION OF WORKSHOPS AND TRAINING ACTIVITIES (ONLINE)

F. EVALUATION OF WORKSHOPS AND TRAINING ACTIVITIES (ON-SITE)

G. EVALUATION OF JOB SHADOWING - HOSTING ORGANIZATION

H. EVALUATION OF JOB SHADOWING - PARTICIPANT

I. EVALUATION OF SUMMER SCHOOL

J. EVALUATION OF MENTORING AND COACHING

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PROCESS - ASSESSMENT PROGRESS MONITORING

K. 1°PROGRESS EVALUATION

(AFTER THE 9TH MONTH) BY THE PARTNERS

L. 1°PROGRESS EVALUATION

(AFTER THE 9TH MONTH) BY THE COORDINATOR

M. INTERMEDIATE EVALUATION BY THE PARTNERS

N. INTERMEDIATE EVALUATION BY THE COORDINATOR

O. 2°PROGRESS EVALUATION

(AFTER THE 27TH MONTH)BY THE PARTNERS

P. 2°PROGRESS EVALUATION

(AFTER THE 27TH MONTH) BY THE COORDINATOR

R. FINAL EVALUATION BY THE PARTNERS

S. FINAL EVALUATION BY THE COORDINATOR

The quality assurance activities will be based on qualitative and quantitative data (i.e. answers to questionnaires and elaboration of reports). Data will be gathered from all project partners and key stakeholders.

The partners and the coordinator will answer the questions through Google Modules within the established deadline. The Quality Evaluator will then produce a Survey report to summarize all the answers, highlighting the focal points and the suggestions emerged from the questionnaire.

The Survey Reports will be delivered to the coordinator.

The questionnaires are annexed to this document for a demonstrative purpose. As a matter of fact the production of printed versions of the questionnaires could be useful on occasion of the final conference.

Due to the COVID emergency, the initial activity planning for the official meetings, as well as for the workshops, has been replaced by adopting online methodologies.

Consequently, the questionnaires have been modified too, following an approach much inclined towards the new circumstances.

This evaluation plan is also subjected to slight changes if, during its application, improvements will be asked by the project partners and coordinator.

3. INDICATORS

Indicators provide the basis for the monitoring system.

In order to measure whether and to what extent the project's specific objectives are achieved, quantitative and qualitative indicators have been identified. Specifically:

➔ A Joint Master Degree in "Migration Studies: Governance, Policies and Cultures" has been implemented by the three Partner Universities.

➔ A Joint Master Degree in "Migration Studies: Governance, Policies and Cultures has been accredited by the "Direction de Renovation Universitaires" and the "Commission Sectorielle Nationale" of the Tunisian Ministry of High Education.

➔ A Joint Master Degree in "Migration Studies: Governance, Policies and Cultures is running its first cohort (1st and 2nd terms) 2021-22, and its second cohort (1st term) 2022-23.

➔ Teaching Staff's Training activities carried out: 3 weeks (February - May 2020); 6 weeks (September 2020 – May 2021): 3 weeks in the 1st term and 3 weeks

➔ An initial workshop devoted to introduce the experts selected for the training, present the discipline areas that will be subject of the training, and methodologies and practices that will be applied.

➔ Job Shadowing activity carried out: 1 week of job shadowing in Europe in 1st, 2nd, and 3rd years, and 1 week of job shadowing for each member of the teaching staff during the first and second year of the project in Tunisia implemented in cooperation with stakeholders network

➔ Coaching and Mentoring in Teaching Activity carried out during the 1st year of the Master: 4 weeks during the 1st term, 4 weeks during the 2nd term.

➔ Three Summer Schools (1 week during the 1st year in UK; 1 week during the 2nd year in Spain; 1 week during the 3rd year in Italy) created;

➔ Six PhD Candidates (2 for each Partner Universities) supported in Tunisia and in Europe in attending doctoral courses in the three EU Universities during the three years of the Project;

➔ Realization and diffusion of: Orientation plan for Students in entrance and in itinere; Placement plan for students in exit (post-lauream); Dissemination Plan of project's results; Dissemination Reports .

In the frame of the **eight work packages**, quantitative and qualitative indicators have been identified to show whether and to what extent the project achieves the envisaged results and effects.

WP1. PREPARATION

1.I. Report Analysis of the expertise and the disciplines in the Tunisian Universities produced

1.II. Report Analysis of the needs of the Stakeholders in the field of Migration Produced

1.III. 20 academic Staff has been identified: 8 in UTM, 6 in UT + 6 in UMA

1.III. 6 PhD candidates has been identified: 2 UTM, 2 UT, 2 UMA

WP2. TRAINING OF TRAINERS

2.I. Training programme for academic Staff realized

2.II. One Multimedia classroom available

2.III. The training starts with the a Workshop after the kick off meeting

2.IV 2 or 3 publications realised on the Summer Schools proceedings

WP3. SUPPORTING TEACHING STAFF IN ACQUIRING SCIENTIFIC QUALIFICATION

3.I. 6 Agreements for the 6 PhD candidates

3.II. 6 research programmes for 6 PhD candidates defined in the 3 EU Universities

3.III. 6 PhD candidates access the final exams for acquiring PhD certificates

WP4. STUDENTS ORIENTATION ACTIVITIES

4.I. At least on the Web site of all the partners will be added information on the new Master Course (+many other channels); at least 3 advertisement will be published in the 3 main Tunis newspapers

4.II. At least 3 events 1 for each involved Tunisian Universities

4.III. 25 Students recruited

4.IV. Agreements stipulated with Tunisian Stakeholders and a calendar for placements agreed on.

WP5. ORGANISATION AND IMPLEMENTATION OF THE MASTER DEGREE COURSE

5.I.   The Study Programme of the Master defined

5.II. All the accreditation procedures ready before February 2021 and the confirmation in July 2021

5.III. The classroom of the Master fully equipped before 15/07/2021

5.IV. The training material ready not later than September 2021

5.V.   The Master starts on 1st October 2021 and continue for 2nd year after the end of the project

WP6. QUALITY CONTROL

6.I.   The Quality and Evaluation Plan ready the 14 /04/20

6.II. Quality Reports on 15/12/20, 15/6/21, 15/12/21, 14/11/22

WP7. DISSEMINATION

7.I.   Dissemination Plan ready on 14/02/20

7.II. Web site ready on 01/02/21

7.III. Final Conference possibly the 15-16/09/2022

WP8. MANAGEMENT

8.I.   MoU for the partnership ready the 14/01/20

8.II. Kick off meeting possibly on 23-24/01/20. Project meetings according to the calendar in WP8

8.III Minutes ready in one month

The key indicators related to the wider objective have been identified in:

- Attractiveness level of Tunisian HEI

- Improvement of capacity development processes in Tunisian HEI

- Improvement of the professional empowerment processes of the teaching staff in Tunisian HEI

- Improvements in students' knowledge and skills

- Improvement of students placement process in Tunisian HEI

- Improvement of post-graduate employment level in Tunisian HEI

- Improvement of Tunisia Institutions performances in global partnership for migration governance.

PROJECT MONITORING

a. Project Revision

Before starting the planned project activities, all the necessary information will be collected, as well as the requisites and recommendations of the Erasmus + CBHE Programme, in order to:

- Detect errors or inconsistencies in the initial document, which might significantly affect project development.
- Verify that the description of the role and the responsibility of each partner is equivalent to their commitments; check for new elements and, if they exist, distribute the responsibilities and tasks, without this affecting the good-running of the project.
- Check on the availability of resources necessary to carry out planned tasks.

b. Organization of Resources

Once the project has been revised, the next step will be the organization of project resources. Resources will be organized by work packages and by partners participating in them:

- Human resources (numbers and qualifications) necessary for each work package.
- Material resources (installations and equipment) necessary for carrying out tasks.
- Financial resources assigned to each work package, to each project partner and to the project overall.

Each partner will assign the human resources for each work package. Members of the management and quality committee will also be assigned.

c. Communications

Information Exchange

Communications between the different members of the transnational partnership or work team have an important role to play in project management. Communications define project progress and represent commitments to be respected. Whatever the communication channel established, all communications should be set down in writing.

The reason for any communication is to convey a message, which may be at an external or internal level. External messages circulate between members of the transnational

partnership and people outside it. Internal messages circulate exclusively between members of the transnational partnership or specific work groups.

For external messages, an agreement has to be made between the partners and the project coordinator about what information can be disseminated and what information cannot be disseminated.

Internal messages will be transmitted to work group members and copied to the project coordinator. The work package coordinator will transmit messages, where suitable, to other work groups, wherever this is necessary for successful project running. Replies, where applicable, will be sent direct to senders, and copied to the project coordinator.

Communication Channels

All communication channels have their own advantages and disadvantages, such as speed, cost, verification of reception, authentication of sender and/or contents.

Depending on specific needs, the following channels will be used:

- Normal mail and / or courier service for all official documents that require an original signature
- Fax for official signed documents that do not need to be originals
- Email for internal messages and rapid communications
- Skype or Zoom for more in-depth communication or group sessions
- Telephone for emergencies, when communication cannot be established by other means

In communications of extreme importance or interest, to keep a written record of relations, their evolution and agreements between members of the transnational partnership or work groups, one should always:

- Save a copy of the message sent;
- Send a copy to the project coordinator, who will hold the role of certifying authority of the communication ;
- The project coordinator will register all the communications among the partners.

d. Meetings

Meetings play an important part in any project and are a reference point for information flow and exchange. It is the obligation of the project promoter/coordinator to organize working meetings in such a way as to achieve their objectives (information exchange, joint problem

solving, correct project monitoring, reinforcement of common goals), while avoiding loss of time and the feeling of inefficiency.

The meetings will have duration of minimum two working days, depending on themes to be resolved.

Notification of Meetings

Initial dates for transnational meetings will be established at the beginning of the project. There may be variations in exact dates or weeks, but the month should be respected. Definitive dates will be set a minimum of 30 days before the start date of the meeting.

The Meeting agenda will permit transnational partners to plan their trips, and also to prepare subjects to be dealt with. They should indicate: date, time and location, duration, reason for the meeting and subjects to be explored.

Confirmation of attendance is obligatory. This will be done by email, sent to the host organization and to the coordinator.

Due to the COVID emergency, the initial planning for the official meetings have been replaced by virtual boards meetings, organized through Zoom platform. The procedures concerning the notification of the meeting, as well as confirmation of attendance, remain unchanged.

Meeting Management

- If certain points on the agenda cannot be accomplished satisfactorily, because of absence of necessary participants or lack of preparation, the project promoter/coordinator may postpone the theme for the next meeting, insofar as this does not alter planning to any great extent.
- If any point or theme should have been overlooked, this will be included when possible within other points on the agenda.

The Attendance / signature sheet will be an obligatory document at all meetings. The host partner will prepare the attendance sheet for each working day and keep the original signed attendance sheets for inclusion in project reports.

Meeting Minutes

During each transnational meeting the project promoter/coordinator will take the minutes. The basic reason for the minutes is to have a record of agreements and decisions made. All minutes must contain:

- Date, time and location
- List of participants
- Subjects dealt with
- Decisions taken
- Tasks to be carried out by each participant and deadlines, as a result of decisions taken

After the meeting

The project promoter/coordinator will be in charge of the meeting minutes and reports. The report will be available in the virtual shared folder.

e. Seminars/ Workshops

Notification of Seminars

Initial dates for transnational seminars will be established at the beginning of the project. There may be variations in exact dates or weeks, but the month should be respected. Definitive dates will be set a minimum of 20 days before the start date of the seminar.

Organization of the event

The host will be in charge of organising the seminar and of:

- Providing the location for the event
- Organising media and equipment
- Inviting the speakers
- Organising workshops
- Publicising the event
- Making accommodation reservations
- Attendance sheets
- Organising lunches, dinners and coffee breaks during seminar days

Other partners will prepare:

- Papers, speeches or presentations

- Required documentation
- Dissemination of the event

The project promoter/coordinator will take care of:

- Communicating all details to partners
- Coordinating partners' tasks
- Preparing documentation necessary for the seminar

After the workshop

- The project promoter/coordinator will be in charge of the reports.
- The report will be available in the virtual shared folder

Due to the COVID emergency, the training weeks scheduled starting from March 2020 have been replaced by virtual workshops, organized through Microsoft Teams platform.

The procedures concerning the notification of the workshops, the partners and project promoter/coordinator commitment and the elaboration of reports remain unchanged.

f. **Conferences**

Notification of Conferences

Initial dates for conferences will be established at the beginning of the project. There may be variations in exact dates or weeks, but the month should be respected. Definitive dates will be set a minimum of 90 days before the start date of the conference.

Organisation of the event

The host will be in charge of organising the conference and of:

- Providing the location for the event
- Organising media and equipment
- Inviting the speakers
- Organising workshops
- Publicising the event
- Making accommodation reservations
- Attendance sheets
- Organising lunches, dinners and coffee breaks during seminar days

Other partners will prepare:

- Papers, speeches or presentations

- Required documentation
- Dissemination of the event

The project coordinator will take care of:

- Communicating all details to partners
- Coordinating partners' tasks
- Preparing documentation necessary for the conference

After the conference

- The project coordinator will be in charge of conference reports
- The Reports will be available on the virtual shared folder and on the appropriate session of the web site.

g. Monitoring

The procedure for the monitoring of the project is the following:

- Communication between partners participating in the task, by any established communication channel
- Specifications for each task will be delivered in writing
- The virtual shared folder will be used for sharing and exchange of documents, files, assignments and financial reporting.
- The WP coordinators will be responsible for ensuring the smooth running of tasks in their WP
- Reports on task-monitoring, evaluation of products, eventual corrections and problem-solving will be sent by partners participating in each task to their WP coordinator
- Once the assignment or product has been revised by the WP coordinator, the latter will send it to the project coordinator, who will give the go-ahead before adaptation / translation work begins
- The project technician will be responsible for reviewing the dates and time limits for specific tasks, as well as for any changes relating to these tasks, previously agreed upon by the partners
- All agreements will be written down in the minutes of each of the partnership meetings and will then be uploaded onto the project extranet within two weeks
- The project coordinator will review any changes and give approval

- Deadlines for delivery and feedback of documentation / products will be established in each WP

The same procedures will be applied to all activities of the project. All tasks will follow the procedure:

1. Coordination (Promoter/Coordinator)

- Communication with partners
- Distribution of tasks among partners
- Drafting of quality manual
- Translation into working language
- Drafting of templates for different types of documentation
- Drafting of documents for project quality assurance
- Coordination of tasks throughout the project
- Controlling quality of project
- Controlling compliance with tasks
- Controlling product quality Organizing transnational meetings
- Organizing transnational workshops
- Organizing transnational conference
- Drafting of agendas for transnational events
- Drafting of transnational meeting minutes
- Drafting of seminar and conference reports
- Drafting of interim and final reports

2. Research and Analysis

- Set objectives (promoter/coordinator + WP coordinator)
- Define methodology (promoter/coordinator + WP coordinator)
- Elaborate tools (questionnaires, interviews etc.) (WP coordinator)
- Define analysis rating scale (WP coordinator)
- Sending documents to partners (extranet) (WP coordinator)
- Realising the study (all partners)
- Receive reports of analysis from partner countries (WP coordinator)
- Realise comparative analysis of studies (WP coordinator)
- Elaborate definitive study (WP coordinator)

- Translate definitive study (all partners)
- Send definitive document to partners (extranet) (WP coordinator)

3. Analysis and conceptual design (Definition of tasks and products to be realised in accordance with results obtained from the research)

- Analyze results and conclusions of the research (promoter/coordinator)
- Define products to be elaborated (promoter/coordinator)
- Design (conceptual design) of each of the products (promoter/coordinator)
- Distribute tasks to departments (software development, graphic design…) (promoter/coordinator)
- Distribute tasks to partners (promoter/coordinator)

4. Development

- Elaboration of contents of learning materials, quality control manuals, develop professional curricula, elaborate certification proposals, project web contents etc. (WP coordinator)
- Draw up first draft of product (WP coordinator)
- Translate it to working language (WP coordinator)
- Send product/s to partners (extranet) (WP coordinator)
- Receive partners' feedback (WP coordinator)
- Elaborate definitive material incorporating feedback (WP coordinator)
- Send it to partners (extranet) (WP coordinator)
- Translate and adapt product/s to own language (all partners)
- Receive translations and adaptations of product in all partner languages (WP coordinator)
- Implement all products within a common framework (Web, paper) (WP coordinator).

5. Validation and testing

- Elaborate validation guidelines (WP coordinator)
- Send guidelines to partners (WP coordinator)
- Test whole product with different representatives of the target groups (all partners)
- Elaborate validation results report and send to WP coordinator (all partners)
- Receive validation results from partners (WP coordinator)

- Elaborate document summarising validation (WP coordinator)
- Realize pertinent changes according to validation results (WP coordinator)

6. Dissemination

- Define dissemination strategy (WP coordinator)
- Send strategy to all partners (extranet) (WP coordinator)
- Elaborate contents for dissemination materials (all partners) Translate to working language (all partners)
- Send to all partners (extranet)
- Define tasks of design department (WP coordinator)
- Realise dissemination tasks (all partners)
- Solicit dissemination reports from partners (WP coordinator)
- Elaborate final dissemination reports (WP coordinator)

7. Evaluation

- Elaborate evaluation methodology (WP coordinator)
- Send it to partners (extranet) (WP coordinator)
- Elaborate evaluation instruments: questionnaires, interviews, forms, etc. (WP coordinator)
- Realise continuous evaluation of project (all partners)
- Receive continuous evaluation reports from partners (WP coordinator) Realise final evaluation of project (all partners)
- Receive final evaluation reports from partners (WP coordinator)
- Realise ex-post evaluation (all partners)
- Translate to working language (all partners)
- Receive ex-post evaluation reports from partners (WP coordinator)
- Elaborate final transnational project evaluation report (WP coordinator)

8. Sustainability

- Define sustainability strategy of project (WP coordinator)
- Translate to working language (WP coordinator)
- Prepare agreements on copyright and transnational collaboration after end of project (WP coordinator)

- Translate them to working language (WP coordinator)
- Put into practice sustainability strategy (all partners)
- Broaden the project network at the local, regional, national and European level

4. USE OF COLLECTED THE INFORMATION

The collection stage must be carefully managed because it leads to the comprehension of the project success.

The responsible partner for the evaluation, supported by an evaluation team, must ensure that the final observations and analyses provide answers to the most essential issues of the evaluation. The evaluation team should remember that different questions are relevant for the same goal and have been inserted to confirm the information.

The responsible partner for the evaluation after having collected from the partners all the filled questionnaires and, where requested, the Survey Report will produce for each evaluation questionnaire one report.

When the reports will be referred to an intermediate evaluation stage, they will contain a specific paragraph related to the corrections suggested by the performed assessment action.

Those reports referred to a final evaluation stage will be used for the analysis of the overall satisfaction and will be inserted in a final document where the estimated conclusions will be duly described.

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ANNEXES

KICK-OFF MEETING EVALUATION QUESTIONNAIRE

EVALUATION QUESTIONNAIRE

MEETING IN …………….............................. DATE...

Respondent: .... **Organization:** ....

1. How long in advance were you notified of the meeting?

☐ Less than 2 weeks   ☐ Between 2 weeks and 1 month

☐ Between 1 and 2 months   ☐ More than 2 months

2. Do you consider that you were given sufficient notice of the meeting?

☐ Yes   ☐ No

3. Was the place chosen for the meeting suitable?

☐ Yes   ☐ No

4. Was the agenda well organized?

☐ Yes(go to question 6)   ☐ No

5. Please explain why you think that the agenda was badly organized?

6. Was the agenda completely covered?

☐ Yes   ☐ No

7. Was the timetable suitable?

☐ Yes(go on to question 9)   ☐ No

8. What timetable would have been suitable?

9. Was the timetable followed?

☐ Yes   ☐ No

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10. What do you think about the way the coordinator handled the meeting?

☐ Very suitable (go to question 12)   ☐ Suitable (go to question 12)

☐ Not very suitable   ☐ Not suitable

11. In what way do you think the coordinator could have handled the meeting better?

12. Were the technical resources sufficient for the meeting?

☐ Yes(go on to question 14)   ☐ No

13. What resources do you believe were necessary?

☐ Slide projector   ☐ LCD projector

☐ Blackboard   ☐ Internet connection   ☐ Others_____

14. Do you believe all issues relevant to this stage of the project were covered?

☐ Yes(go on to question 16)   ☐ No

15. What issues, in your opinion, that were not covered, should have been?

16. Was enough time dedicated to each issue?

☐ Yes   ☐ No

17. Did you express any doubts about the development of the project?

☐ Yes   ☐ No(go on to question 19)

18. Were you satisfied with the response?

☐ Yes   ☐ No

19. How would you rate this meeting?

☐ Very good (5)   ☐ Good (4)   ☐Unsatisfactory (1)

☐ Acceptable (3)   ☐ Could be better (2)

20. Comments

MIGRANTS PROJECT
WORKSHOP QUESTIONNAIRE

1. General issues

1 Very Low / Poor - 2 Low - 3 Medium - 4 High - 5 Very High / Excellent

2. Duration and Timing of the activity

1 Very Low / Poor - 2 Low - 3 Medium - 4 High - 5 Very High / Excellent

3. Effectiveness of the topics

1 Very Low / Poor - 2 Low - 3 Medium - 4 High - 5 Very High / Excellent

4. Effectiveness of the approach

1 Very Low / Poor - 2 Low - 3 Medium - 4 High - 5 Very High / Excellent

5. Clear evidence in the workshop programme of the overall aim of the training action

1 Very Low / Poor - 2 Low - 3 Medium - 4 High - 5 Very High / Excellent

6. The workshop has satisfied my personal expectations

1 Very Low / Poor - 2 Low - 3 Medium - 4 High - 5 Very High / Excellent

7. Development of trust and positive attitudes

1 Very Low / Poor - 2 Low - 3 Medium - 4 High - 5 Very High / Excellent

8. Intercultural interaction

1 Very Low / Poor - 2 Low - 3 Medium - 4 High - 5 Very High / Excellent

9. General impression: Please write at least two strengths (positive aspects) of this workshop.

……………………………………………………………………………………………………
……………………………………………………………………………………………………

10. General impression: Please write at least two weaknesses (negative aspects) of this workshop.

……………………………………………………………………………………………………
……………………………………………………………………………………………………

11. Any comments/ suggestions for next workshop

……………………………………………………………………………………………………
……………………………………………………………………………………………………

MIGRANTS PROJECT
INTERMEDIATE EVALUATION OF THE PROJECT BY THE PARTNERS

1. General issues

1.1. How would you rate your knowledge of the project? Do you fully understand the vision, the objectives and the responsibilities?

1 Very Low / Poor - 2 Low - 3 Medium - 4 High - 5 Very High / Excellent

1.2. Are you aware about the importance of the Annex I of the Grant Agreement: Detailed Project Description?

□ Yes   □ No

1.3. How do you rate your knowledge of the eight Work Packages and their respective tasks?

1 Very Low - 2 Low - 3 Medium - 4 High - 5 Very High

1.4. Are there any areas where you would need support/explanations?
……
……

1.5. Do you think that the lock-down period will cause problems to the project development?

□ Yes (Please explain)   □ No

If yes, please explain why
……
……

1.6. Are you happy with the work done till now?

□ Yes   □ No (Please explain)

If no, please explain why
……
……

2. Project Activities

2.1. How do you rate the organisation of the training actions?

1 Very Low - 2 Low - 3 Medium - 4 High - 5 Very High

2.2. How do you rate the organisation of the PhD activities?

1 Very Low - 2 Low - 3 Medium - 4 High - 5 Very High

2.3. Were the PhD agreements between the sending and receiving universities made in a shared way?

☐ Yes   ☐ No (Please explain)

If no, please explain why
………
………

2.4. How do you rate the organisation of the Stakeholder Network for the job shadowing?

1 Very Low - 2 Low - 3 Medium - 4 High - 5 Very High

2.5. Are you aware of the preparatory activities done for the activation of the Master Degree Course?

☐ Yes   ☐ No

2.6. Are you aware of the Dissemination Activities to be done by all of us?

1 Very Low - 2 Low - 3 Medium - 4 High - 5 Very High

3. Quality of the project management

3.1. How do you rate your contribution in the realisation of the project objectives?

1 Very Low - 2 Low - 3 Medium - 4 High - 5 Very High

3.2. How do you rate your awareness regarding the administrative procedures of the project?

1 Very Low - 2 Low - 3 Medium - 4 High - 5 Very High

3.3. How do you rate the quality of the communication of the boards?

1 Very Low - 2 Low - 3 Medium - 4 High - 5 Very High

3.4. Are you pleased with the organization of the virtual folder?

☐ Yes   ☐ No (please explain)

If no, please explain why
………
………

3.5. Would you add any suggestion for improving the quality of the project management?
……
………

4. Virtual Meetings of the Boards

(SCB 27/03/2020 – PMB 14/05/2020 – SCB 30/06/2020 – PMB & SCB 27/07/2020)

4.1. How do you rate the effectiveness of the virtual meetings you have participated in?

1 Very Low - 2 Low - 3 Medium - 4 High - 5 Very High

4.2. Do you believe that all issues, relevant to the stages of the project, were covered?

  □ Yes   □ No (please explain)

If no please write those that should have been
………
………

4.3. What do you think about the way the coordinators handled the meetings?
  □ Very suitable   □ Suitable

  □ Not very suitable (please explain)   □ Not suitable (please explain)

In case of negative answer please explain what could have be done better
………
………

4.4. Was your opinion taken into account?
  □ Yes   □ No

4.5. Do the decisions taken effectively derive from common contributions to the discussion?
  □ Yes   □ No

5. Quality of the partnership

5.1. How do you rate the effective communication amongst partners?

1 Very Low - 2 Low - 3 Medium - 4 High - 5 Very High

5.2. How do you rate the development of trust and positive attitudes between the partners?

1 Very Low - 2 Low - 3 Medium - 4 High - 5 Very High

5.3. How do you rate the quality of the commitment to the project by each partner?

1 Very Low - 2 Low - 3 Medium - 4 High - 5 Very High

5.4. How do you rate your commitment into the project?

1 Very Low - 2 Low - 3 Medium - 4 High - 5 Very High

5.5. Please give comments and suggestions for improving the quality of the partnership interactions
………
………

6. Final suggestions

6.1. How could we improve our project: working methods, team building activities, ...? Do you have any other suggestions?
………
………

6.2. Do you have any input to ensure the quality and impact of our activities?
………
………

MIGRANTS PROJECT

TRAINEES ACTIVITIES QUESTIONNAIRE

1. General Organization

1 Very Low / Poor - 2 Low - 3 Medium - 4 High - 5 Very High / Excellent

2. Duration and Timing of the activity

1 Very Low / Poor - 2 Low - 3 Medium - 4 High - 5 Very High / Excellent

3. Rate the quality of the Technological tool and Microsoft Teams

1 Very Low / Poor - 2 Low - 3 Medium - 4 High - 5 Very High / Excellent

4. Did you encounter technical problems during the activities that prevented you from attending the seminars?

□ Yes   □ No

If yes, please explain

……………………………………………………………………………………………………
……………………………………………………………………………………………………

5. Effectiveness of the topics

1 Very Low / Poor - 2 Low - 3 Medium - 4 High - 5 Very High / Excellent

6. Did the course cover the content you were expecting?

□ Yes   □ No

If not, what topics would you have liked to have addressed

……………………………………………………………………………………………………
……………………………………………………………………………………………………

7. **Do you think the teaching materials uploaded by the trainers have been sufficient?**

□ Yes   □ No

8. Effectiveness of the approach

1 Very Low / Poor - 2 Low - 3 Medium - 4 High - 5 Very High / Excellent

9. Rate how confident you feel about your knowledge on the subjects covered

1 Very Low / Poor - 2 Low - 3 Medium - 4 High - 5 Very High / Excellent

10. Please provide any additional comments or suggestions for next workshop

……
……

MIGRANTS PROJECT

TRAINERS ACTIVITIES QUESTIONNAIRE

1. General organisation

1 Very Low / Poor - 2 Low - 3 Medium - 4 High - 5 Very High / Excellent

2. Duration and Timing of the activity

1 Very Low / Poor - 2 Low - 3 Medium - 4 High - 5 Very High / Excellent

3. Rate the quality of the Technological tool and Microsoft Teams

1 Very Low / Poor - 2 Low - 3 Medium - 4 High - 5 Very High / Excellent

4. Did you encounter any technical problems during the workshop?

□ Yes   □ No

If yes, please explain

……
……

5. Trainees participation and interaction

1 Very Low / Poor - 2 Low - 3 Medium - 4 High - 5 Very High / Excellent

6. Was the trainees' preliminary knowledge enough for understanding the topics covered?

1 Very Low / Poor - 2 Low - 3 Medium - 4 High - 5 Very High / Excellent

7. Are you generally satisfied with the teaching done?

1 Very Low / Poor - 2 Low - 3 Medium - 4 High - 5 Very High / Excellent

8. Any comments/ suggestions

……
……

JOB SHADOWING EVALUATION QUESTIONNAIRE

1. HOSTING ORGANIZATION

Job shadowing Evaluation form (Hosting Organization)

Name of the Organization: …………………………………………………………..………..

Address: …………………………………………………………………………………...…..

Website / email: ……………………………………………………………...……………..

1. **Please rate your responses to the following:**

    a. I understood the goals and the objectives of this experience

    □ strongly agree   □ agree   □ neutral   □ disagree   □ strongly disagree

    b. This experience was beneficial to my organization.

    □ strongly agree   □ agree   □ neutral   □ disagree   □ strongly disagree

    c. I would participate in this experience again.

    □ strongly agree   □ agree   □ neutral   □ disagree   □ strongly disagree

2. **Was this your first experience hosting job shadows?**

    □ Yes   □ No

3. **What benefit did your organization gain from this experience?**

    ……………………………………………………………………………………………………
    ……………………………………………………………………………………………………

4. **Please provide any comments or suggestion on how we might improve this process**

    ……………………………………………………………………………………………………
    ……………………………………………………………………………………………………

MIGRANTS

Job shadowing Evaluation form (Participant)

Name and surname: ……………………………………………………………………

Place and Date of birth: …………………………………………………………..…..

University: …………………………………………………………………………..

Email: …………………………………………………………………………..

1. **Please rate your responses to the following:**

   a. I understood the goals and the objectives of this experience

   □ strongly agree   □ agree   □ neutral   □ disagree   □ strongly disagree

   b. This experience was beneficial to me.

   □ strongly agree   □ agree   □ neutral   □ disagree   □ strongly disagree

   c. I would recommend this experience to my peers.

   □ strongly agree   □ agree   □ neutral   □ disagree   □ strongly disagree

2. **Was this your first job shadowing experience?**
   □ Yes   □ No

3. **Did you feel you were missing anything to make this experience successful?**

……………………………………………………………………………………………
……………………………………………………………………………………………

4. **What was the best part of your experience?**
……………………………………………………………………………………………
……………………………………………………………………………………………

5. **Please provide additional comments or suggestions on how we might improve this process.**

……………………………………………………………………………………………
……………………………………………………………………………………………

MIGRANTS

SPECIFIC PROJECT ACTION QUESTIONNAIRE

EVALUATION OF A SPECIFIC PROJECT ACTION

Name of the Action: ....   **Place and Date of Delivery:** ....

	Completely Negative/ Unsatisfied	Partially Positive/ Satisfied	Fully Positive/ Satisfied	Exceeded Expectations	Not Applicable
Did you find a polite and cordial environment?					
Was the action properly organized ?					
Were the participants actively involved?					
Was the action accurately introduced/explained?					
Was the lead time acceptable?					
Was the information received interesting/useful?					
Overall satisfaction:					

Do you have any comments/suggestions? …………………………………………………………………………………………………

……

MIGRANTS

FINAL EVALUATION OF THE PROJECT BY THE PARTNER

	Completely Negative/ Unsatisfied	Partially Positive/ Satisfied	Fully Positive/ Satisfied	Exceeded Expectations
Have the objectives of the project, as stated in the initial partnership agreement, been met?				
Are the activities and outputs of the project consistent with the intended impacts and effects?				
Was the project implemented in the most efficient way, compared to alternatives?				
Will the benefits of the project continue?				
Were the activities of project sufficiently disseminated?				
Can the activities carried out be considered cost-efficient?				
Do you consider the results innovative?				
Is the European dimension of the project an added value?				
Would you invite for other initiatives the same partnership of this project?				
Overall satisfaction:				

Further remarks ……

……

FINAL EVALUATION OF THE PROJECT BY THE COORDINATOR

	Completely Negative/ Unsatisfied	Partially Positive/ Satisfied	Fully Positive/ Satisfied	Exceeded Expectations
Were objectives achieved on time?				
Did the partnership represent the best combination to implement the project?				
Was the number of partners ideal?				
Would the project have been easier with other types of knowledge involved?				
Was the project knowledge accessible to relevant stakeholders and to the wider population?				
Compared with the actual expenses of the project, was the budget estimation accurate?				
Would you invite for other initiatives the same partnership of this project?				
Overall satisfaction:				

Further remarks …………………………...………………………………………………………………………………………………

………