



# FINAL QUALITY REPORT

Progress and Quality Assurance

PREPARED BY



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## Project information

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## Introduction

This Final Quality Report presents a comprehensive assessment of the outcomes, achievements, and overall quality of our project. Over these 2 years of the project implementation, our project has aimed to address key objectives, deliver tangible results, and foster collaboration among partners. This report serves as a reflection on the project's journey, evaluating its effectiveness, impact, and areas for improvement. It provides a comprehensive overview of the project's activities, including evaluations, feedback received, and lessons learned. Through this report, we aim to capture the essence of our project, showcasing its accomplishments and contributing to the ongoing development of best practices in our field.

## Overview of the Project

### Project Summary

The WITEA-ID (Weeks of International Teaching- Inclusive and Digital) Project draws on existing and emerging digital and international mobility competencies and skills needs in higher education, translating them into an approach of short-term events with highly relevant inputs and reflecting critical cybersecurity issues. The project intends to create the infrastructure necessary for learning events with transnational and international participants on the side of students as well as teachers. Opening such events to the broader public due to digital transfer of the teaching sessions should enable more inclusivity of the education.

The project is being implemented by a partnership of five institutions from Czech Republic, Greece, Luxemburg and Croatia:

Mendel University in Brno, Coordinator (Czech Republic)

Hellenic Mediterranean University (Greece)

Novel Group Sarl (Luxemburg)

University of Crete (Greece)

Association Inter University Centre Dubrovnik (Croatia)



## Projects Objectives

More specifically, the WITEA-ID objectives are:

- To develop Guidelines on the recommendations for the International Weeks and similar events identifying the existing ways of organizing such events, identifying competencies of students and teachers for international mobility, analyzing methodology for teaching and learning in the context of global mobility and respecting their security in the digital world.
- To organize 2 workshops for teachers, bringing up innovative tools and approaches in digital teaching.
- To organize 2 Weeks of International Teaching, bringing the theoretical knowledge into practice.
- Develop a web-based e-learning Toolkit (e-Toolkit) to improve international mobility competencies in higher education, helping to assess competence growth.
- Develop a web-based e-learning Toolkit (e-Toolkit) to improve digital competence, assessing digital competence of the participant.



## Quality Assurance Goals and Approach

In this section, broader quality assurance goals are presented alongside the quality assurance model that WITEA-ID adopted.

Monitoring and evaluation activities have been conducted using internal sources in order to reach a level of delivery excellence that meets the identified needs and which achieves, or surpasses, all contractual delivery promises. The present paper defines the quality standards, the monitoring and evaluation instruments, and by developing the necessary tools.

### WITEA-ID Quality Assurance Goals

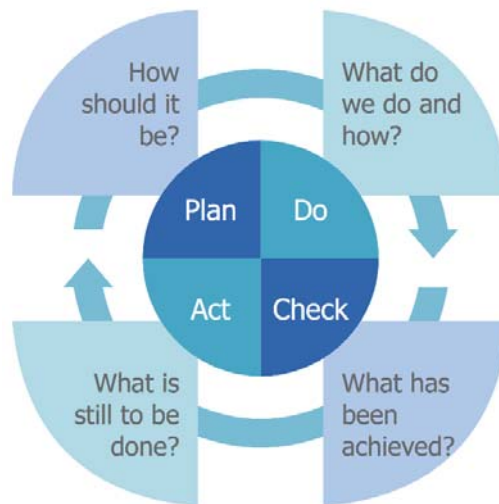
In WITEA-ID, quality assurance is recognized as a process via which those involved in the delivery of this innovation transfer project are able to confirm the required (expected) quality of all actions, activities and outputs. In this respect, partners collaborated on a series of internal (self-assessment) evaluation and quality assurance actions striving for a level of excellence, in delivery, that meets identified needs among stakeholder groups and target audiences, and which achieves (or surpasses) all contractual delivery promises.

Specifically in relation to quality assurance, Novel Group with the contribution of the partners:

- developed a series of evaluation tools able to support efficient and continuous monitoring and evaluation,
- introduced a quality assurance cycle (model) that allows for gathered feedback to enhance and improve project delivery,
- ensured appropriate adaptation of the transferred product to the needs of targeted recipient groups and countries,
- The focus of WITEA-ID evaluation and quality assurance actions was on meetings, events, delivery and outputs of the project.

## WITEA-ID Quality Assurance Model

The MQA of the Project is based on the principle of the Plan-Do-Check-Act (PDCA) cycle, that includes four simple, yet effective steps:



**PLAN** means to establish the objectives the partners want to achieve and processes needed to deliver results keeping in mind their target and goal. By planning the short/mid/long term objectives and results the partnership would need to achieve, partners can better allocate efforts and resources and establish a working methodology and also the responsible partner.

**DO** means to implement the foreseen activities (the plan), execute the activities and thus produce the desired results. In our case examples of results could be a report produced, a workshop implemented, a meeting organized, etc.

**CHECK** means the analysis of the results achieved in comparison to the expected outcomes detailed in the application document. In this phase, it is important to detect any deviation or area for improvement, but also identify positive aspects that can be further utilized.



**ACT/ADJUST:** In case of detecting weaknesses, the formulation of corrective measures is crucial in order to bring the project back into the right track towards the achievement of the expected outcomes. This analysis should also focus on finding the root causes of the problems encountered for the refinement of the next activities.

## Monitoring and Quality Control

Monitoring and Quality Control is an integrated process to the implementation of every successful project, as it is necessary in order to ensure and improve the quality of its respective activities and results. In WITEA ID, the quality assurance is continuous, thus implemented throughout the project's lifetime. For the quality evaluation of the project, several measures have been taken to gather feedback and assess the project's performance. Here are the activities conducted:

**Meetings Evaluation Questionnaires and Reports:** Evaluation questionnaires were administered after three project meetings. These questionnaires aimed to assess the effectiveness of the meetings, the level of communication and collaboration among partners, and the overall meeting experience. The feedback gathered through these questionnaires was then analyzed and summarized in meeting evaluation reports, providing valuable insights for improving future meetings and enhancing partnership dynamics.

The data from the completed questionnaires was compiled, reviewed and reported upon by Novel Group. The Evaluation of Consortium Meetings centre on effectiveness, structure, content and collaboration with gathered data expected to support an iterative improvement process that enhances delivery of the three planned partner meetings. After the evaluation of every meeting a report was developed by Novel Group and shared with the partnership. This core evaluation action considers a series of specific themes and indicators.





Theme	Indicator
Effectiveness	<ul style="list-style-type: none"> <li>• Clarity of Roles and Tasks</li> <li>• Achievement of Meeting Objectives</li> </ul>
Quality of Transnational Cooperation	<ul style="list-style-type: none"> <li>• Extent of Establishing communication among Partners</li> </ul>
Structure, Content and Delivery	<ul style="list-style-type: none"> <li>• Relevance of Agenda and Themes Addressed</li> <li>• Adequacy and Appropriateness of Dates and Duration</li> <li>• Quality of Documents and Working Materials</li> </ul>

Workshop Evaluation Questionnaires and Reports: Two workshops were organized as part of the project activities. Following each workshop, evaluation questionnaires were distributed to the participants. These questionnaires assessed the effectiveness of the workshops, the level of skills development, and the overall satisfaction of the participants. The feedback received was documented in workshop evaluation reports, which highlighted the impact and success of the workshops.

The Evaluation of Learning, Teaching, Training Activities (LTTA) centre on gathering of end beneficiary feedback and will cover delivery methodologies alongside perceived understanding, enhanced competency levels and overall LTTA effectiveness. After every LTTA Evaluation, a report was developed by Novel Group and shared with the partnership. Taking place immediately after each of the hosted workshops, this core evaluation action considers a series of specific indicators, as detailed in the following Table.

Events	Indicators
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Effectiveness	<ul style="list-style-type: none"> <li>• Clarity of Information/Topic of the training</li> <li>• Perceive Improvements in Knowledge or Competence</li> <li>• Overall Effectiveness of Delivered LTTA</li> <li>• Achievement of Meeting the Training Objectives</li> </ul>
Quality of Participation and Interaction	<ul style="list-style-type: none"> <li>• Level of Collaboration Among Participants</li> </ul>
Structure, content and delivery	<ul style="list-style-type: none"> <li>• Quality of visual and supporting materials</li> <li>• Adequacy and Appropriateness of Dates and Duration</li> <li>• Level of trainers' preparation</li> </ul>

Events Evaluation Questionnaires and Reports: One conference was organised as part of the project activities and project's dissemination of results. An evaluation questionnaire was distributed to the participants. This assessed the effectiveness of the event, the level of skills development, and the overall satisfaction of the participants. The feedback received was documented in the event evaluation report which highlighted the impact and success of the conference.

The Evaluation of Events and Conferences focuses on the gathering of feedback on the Events from all the stakeholders and covered perceived understanding of the project's goals and deliverables, as well as perceived success of the project and satisfaction with the event. After every Event and Conferenced Evaluation, a report was by Novel Group and shared with the partnership. Taking place immediately after each of the hosted events and conferences, this core evaluation action considered a series of specific indicators, as detailed in the following Table.

Events	Indicators
General Information and Feedback	<ul style="list-style-type: none"> <li>• Satisfaction rate of the events</li> </ul>
	<ul style="list-style-type: none"> <li>• Quality of Information</li> </ul>



Organisation	<ul style="list-style-type: none"> <li>• Quality of content presented at the event</li> <li>• Quality of materials and outputs</li> </ul>
Structure, Content and Delivery of the Event	<ul style="list-style-type: none"> <li>• Appropriateness of the selected topics</li> <li>• Clarity of event’s goal</li> <li>• Clarity of project’s goal</li> <li>• Encouragement of involvement of the participants</li> <li>• Adequacy and Appropriateness of Dates and Duration</li> </ul>

Semi-annual Evaluation Questionnaires and Reports: Throughout the project's duration, four semi-annual evaluation questionnaires were distributed to the project partners. These questionnaires aimed to capture partners' perspectives on the quality of work, organization, collaboration, and progress. The feedback received from the questionnaires was analysed and compiled into detailed reports, providing insights into the project's strengths and areas for improvement at different stages.

Semiannual Evaluation centres on the progress and direction of the project throughout the lifetime of the project. It additionally considers management and communication, teams and roles, lessons learned so far and opportunities and risks taken. After every Semiannual Evaluation, a Semiannual report was developed by Novel Group and shared with the partnership. Taking place once every six months this core evaluation action considers a series of specific themes and indicators, as detailed in the following Table.

Theme	Indicators
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Progress and Direction	<ul style="list-style-type: none"> <li>• Efficiency of the work carried out by the project’s team</li> <li>• Quality of Projects Output and Achievements</li> </ul>
Management and Communication	<ul style="list-style-type: none"> <li>• Capacity of Partners to suggest ideas and solutions</li> <li>• Adequacy of Information Flows between Partners</li> <li>• Adequacy of Project Management</li> <li>• Efficiency of the Methodology used</li> <li>• Appropriateness of Communication among Partners</li> </ul>
Team and Roles	<ul style="list-style-type: none"> <li>• Efficiency of the Cooperative work of the partners</li> <li>• Cohesiveness of team work</li> </ul>
Lessons Learned	<ul style="list-style-type: none"> <li>• Probability of lessons learned during the life cycle of the project</li> </ul>
Opportunities and Risks	<ul style="list-style-type: none"> <li>• Capacity for Improvement</li> </ul>

Final Evaluation Questionnaire: A final evaluation questionnaire was sent to the project partners to gather comprehensive feedback on the overall project experience.

In this framework, the Final Progress & Quality Assurance Report summarizes the results of the evaluation process that was implemented throughout the project, based on the established Quality Assurance Plan. It includes evaluation results on the progress of project implementation as reported by all partners.

This report aims to provide evaluation input based on the opinions of the WITEA-ID Project partners for the while project. Thus, it provides feedback particularly on:

- The progress and direction of the work done so far
- The management of the project and the communication among the partnership;
- The collaboration between the partners and the roles assigned;
- The lessons learned so far;
- The opportunities and challenges that the partnership faced.

A summary of previous evaluation analysis results is also included in this report.



## Evaluation analysis Results

### Previous evaluation results

#### Kick-off Meeting Evaluation

The results of the evaluation of the Kick Off Meeting were, in general, positive. Both the quantitative and qualitative parts of the evaluation provided valuable feedback for the assessment of the overall purpose of the meeting, its organization and the content and outputs produced. The rating system that has been used during this evaluation, was based on a scale rate from 1 to 5. The best rate that could be given was 5 and the worst was 1, according to each question. Answers varied between the two positives, the one neutral option and the one negative indicating a somewhat positive evaluation.

In general, the aspects of the meeting were evaluated as satisfactory, but there might be some room for improvement in most of the following aspects:

- Clarifying the work plan and deadlines for each result
- Developing more efficient presentations for the meeting
- Organizing the duration, date and timing of the meeting and
- Organizing the activities more efficient

#### Final Meeting 1.0 Evaluation Summary

In general, the aspects of the meeting were evaluated as satisfactory, but there might some be room for improvement in most of the aspects:



- Clarifying the work plan and deadlines for each result
- Developing more efficient presentations for the meeting
- Organizing the duration, date and timing of the meeting and
- Organizing the activities more efficient

The aforementioned minor issues should be noted down and used as feedback for the organization of the meeting. The significance of the quality assurance process should be highlighted one more time. All partners should participate to ensure the quality of the Project's results and activities. Gathering feedback that can contribute to the improvement of the project's implementation is of crucial importance for the effectiveness of the project and the achievement of its objectives.

### Final Meeting 2.0 Evaluation Summary

The results of the evaluation of the Final Meeting 2.0 were really satisfactory. The significance of the quality assurance process should be highlighted one more time. All partners should participate to ensure the quality of the Project's results and activities. Gathering feedback that can contribute to the improvement of the project's implementation is of crucial importance for the effectiveness of the project and the achievement of its objectives.

### 1st Workshop Evaluation Summary

In general, the aspects of the meeting were evaluated as satisfactory, but there might some be room for improvement in the following aspects:

- Improving the skills and competences of the participants
- Preparation of the trainer/s
- Developing more efficient visual and supporting material for the workshop
- Organizing the duration, date and timing of the workshop and
- Meeting the training objectives



Taking into account that this workshop was the first of the project's events and activities, the overall evaluation can be considered as encouraging. The aforementioned minor issues should be noted down and used as feedback for the organization of the activities to follow.

The significance of the quality assurance process should be highlighted one more time. All partners should participate to ensure the quality of the Project's results and activities. Gathering feedback that can contribute to the improvement of the project's implementation is of crucial importance for the effectiveness of the project and the achievement of its objectives.

## 2nd Workshop Evaluation Summary

The evaluation results of the 2nd Workshop were predominantly positive, providing valuable feedback on the workshop's purpose, organization, content, and outputs. While the meeting was generally considered satisfactory, areas for improvement were identified, including enhancing workshop contents to align with project objectives, improving the performance of speakers/trainers, refining the organization of workshop timing, and promoting more active participation and networking activities.

Participants expressed gaining useful knowledge on new digital tools, applications, methods, and the importance of digital learning. They also reported improvements in presentation skills, awareness of pedagogical trends, and the development of soft and online teaching skills. Partners contributed diverse teaching attitudes, new cooperative ideas, and valuable insights into project deliverables. However, they expressed a desire for more expertise on digital learning, interactive presentations, richer content with new techniques, greater practical focus, and additional collaborative sessions.

Helpful suggestions from participants included targeting similar professional groups, increasing participation, and organizing teaching simulations to demonstrate the practical use of new e-learning tools. Overall, the evaluation yielded an encouraging rating of 66.8%. The identified issues should be considered as feedback for future activity organization.



The importance of quality assurance should be emphasized, with all partners actively participating to ensure the project's results and activities maintain high quality. Gathering feedback for continuous improvement is crucial for the project's effectiveness and achievement of its objectives.

### 1<sup>st</sup> Semiannual Evaluation Summary

Partners had the opportunity to evaluate different aspects of the 1st semester that has passed by rating them from 1 to 5, according to the questions provided and the level of satisfaction. Moreover, the partners were able to answer open questions and, in some cases, “Yes” or “No” questions. The level of satisfaction was assessed from 1, which stands for the worst rating, to 5 which stands for the best rating. The semiannual evaluation questionnaire was divided in 6 sections.

The overall feedback on the implementation of the project’s tasks and activities for the 1st semester, can be considered positive. Even though the major project’s results have yet to be produced, the progress so far indicates that all partners are engaged and willing to work on implementing the foreseen tasks.

Coordination and management among the partnership have been reported to be good, even though partners raised some concerns about methodology, the overall time-management of the project and the consistency between roles and skills. In addition, the work being carried out in the project’s framework seems to be satisfactory for partners, who reported that on personal level they have already learned something through their involvement in the project.

Until the time of this evaluation, there have been some delays. It was pointed out that now on all partners should be more careful in respecting the deadlines so as to avoid future challenges. This can be enhanced by focusing on the periodic evaluations that partners fill-in and give attention to the points that need improvement.





## 2<sup>nd</sup> Semiannual Evaluation Summary

The overall feedback on the implementation of the project's tasks and activities for the 2nd semester, was considered to be positive. Progress up to that point indicated that all partners were engaged and willing to work on implementing their tasks. Partners also expressed their enjoyment in teamwork activities and perceived international collaboration as a personal benefit. Moreover, they claimed to have added and/or developed useful skills, organizational competences and Erasmus+ mobility related knowledge in their organizations. Coordination and management among the partnership converged towards the "Positive" side, even though partners raised some concerns about the consistency of the followed methodology, the overall time-management of the project's workload, the communication of what the final result was intended to be and the clarity of instructions in order to carry out WP-related activities. In some occasions, financial support was found to be insufficient in relation to the workload. Furthermore, some issues regarding the on-time completion of deliverables and scheduling were reported. To avoid issues in the future, all partners should be more cautious going forward and adhere to timelines. Partners were encouraged to communicate any difficulties they encountered, so they could be addressed.

## 3<sup>rd</sup> Semiannual Evaluation Summary

Progress so far indicates that all partners are engaged and willing to work on implementing the foreseen tasks. Partners enjoyed the process of traveling, collaboration and communication with colleagues around Europe, the positive approach to the project from the partnership and workshops. Some individuals were able to identify educational opportunities through the project, claimed to have improved some of their competencies, and identified opportunities for future research collaborations.



Progress and project direction converged towards the “Positive” side, even though partners raised some concerns on scheduling of activities, the lack of focused communication, and some outcomes not meeting the overall expectations.

Regarding management and communication, there were some observations about results left a bit behind of schedule, and the aspect of leadership in objective definition and process management. Overall, the opinions of partners were positive.

#### 4th Semiannual Evaluation Summary

The partners' feedback in the fourth-semester report generally expressed satisfaction with the quality and efficiency of the work, although a few areas needed improvement. While most partners were content with the division of labor and the project's ability to deliver on its objectives, there were concerns about role clarity, coordination support, time management, and meeting deadlines. However, the partners praised the strong partnership, highlighting positive aspects such as creative problem-solving, effective communication channels, and open dialogue.

Collaboration among the partners was generally positive, with high ratings for teamwork, cooperation, and independent work. However, there were some negative comments regarding the clarity of instructions and autonomous work. The group's positive attitude, problem-solving skills, and effective delivery of results were highly appreciated. However, challenges were encountered in areas such as planning, timely delivery of the online platform, partner regulations, and finalizing the main product.

The project provided valuable lessons in adaptability, cooperation, global mobility, and communication. Difficulties arose from issues with clarity, communication gaps due to internal changes, toolkit comprehension, partner collaboration, and resource limitations. Areas identified for improvement include project planning and preparation, coordination team communication, and administrative support. The report also highlights the unexpected benefits of positive attitudes, fruitful meetings, information exchange, and open communication among partners.



The project revealed opportunities such as adaptability, information sharing, insights into the digital labor market, and potential for future initiatives. The next phase of the project is expected to face challenges in ensuring its sustainability, timely delivery of the toolkit, and addressing any functionality issues in the primary output. The report emphasizes the importance of thorough project analysis, continued work on the project, and the need for improved organizational support.

## Current Evaluation Results

### PROGRESS & DIRECTION

This part of the evaluation focused on the quality of the work carried out by the project's partners (defining objectives, choice of activities, definition of work procedures, division of roles, etc.). The quality of results was also reported in this section, together with the fulfilment of partners' expectations and the suitability of the deliverables' calendar for carrying out the activities.

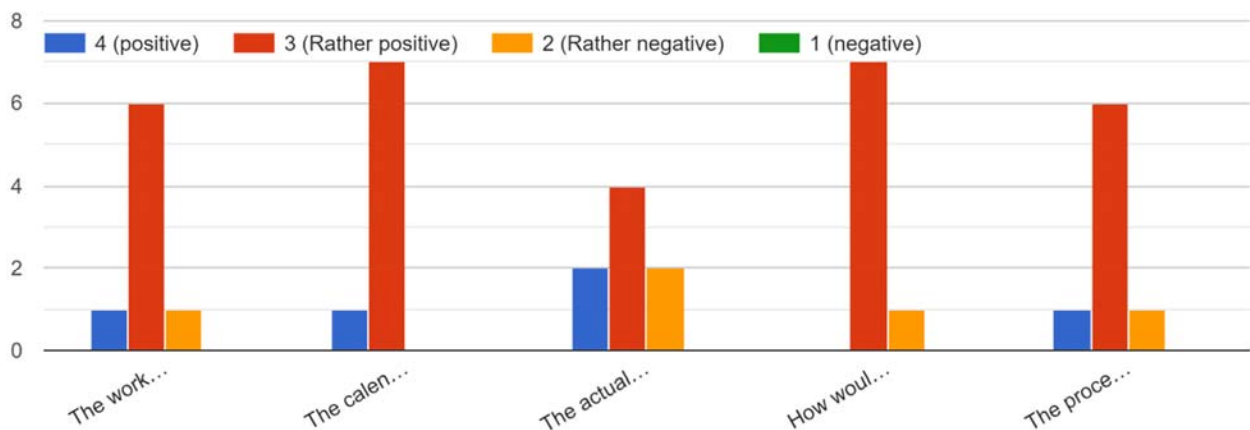
#### What is your opinion on the following statements?

- a) The **work carried out** by the project's team (i.e., defining objectives, choice of activities, definition of work procedures, division of roles etc.) has been:
- b) The **calendar** proposed for carrying out the project's activities was:
- c) The actual implementation of the **distribution of responsibilities** among the partners was:
- d) How would you evaluate the overall **quality of the project results**?
- e) The procedure met my **expectations**.



As the average graph depicts, the partners seem to be rather satisfied with the project’s progress, as most of the answers evaluated the aspect of Progress and Direction as “Rather Positive”.

### 1. How do you agree with these statements?



75% of the partners evaluated the quality and organization of the work carried out and the fulfillment of their expectations “Rather Positive. Regarding the calendar proposed for the carrying out of the project’s activities and the evaluation of the overall quality of the project results, 87,5% of the partners had a “Rather Positive” view. The most controversial aspect was the “Actual implementation of the distribution of responsibilities among the partners” as 75% of the partners found it “Positive” and “Rather Positive” and the rest 25% found it “Rather Negative”.



### Comments (please, justify your rating)

(5 responses)

We faced serious problems with IO3 (Mendel University in Brno)

I believe that most of the partners did their best. But i also believe that it would be better if the coordinator more carefully monitored the activities done through the project duration to be able to better anticipate with the requested deadlines, etc.

The biggest issue within the project was the schedule and communication within the project. Though ths calendar should have been more flexible and being able to be adjusted there were other issues that made the situation worse. The was insufficient communication and cooperation from the team that worked on the development of the mobility tool. Mendelu, the leading partner did cooperate with the other universities sufficiently and tried to solve important issues of the project such as the development of the tool. Though the other universities, as far as i know, tried to assist them and communicate with them, Mendelu continuesly provided assurances that they would solve all issues soon. Unfortunately, in many instances that wasn't the case. Even though they assisted with the development of the digital section of the toolkit, the rest of the toolkit was delayed in an unexplainable way and issues that should have been made aware, such as missing translations from the IO2, were made in a later date. Consequently, the communication, cooperation and possible guidance from the side of the leading partner were, at least, lacking.

The project delivered novel outputs.

The results would have been better if certain tasks had been delivered in the planned time frame.

### What kind of support would you have needed?

(8 responses)

none

Finilze on time IO3 (separate IO3.2 from IO3.3), Verification of the obligations of Mendel University.

A better and more robust channel of communication in terms of anticipating possible obstacles to project successfully implementation.



Better communication, cooperation and guidance

no idea

Better coordination on behalf of MENDELU University. In specific the person responsible for coordinating the project Mrs (Michaela Mensikova did not support the project effectively during the last year of the project. This resulted to delays and difficulties. Fortunately, MENDELU university replaced Michaela with Katerina Mlejnkova who made her best in order to successfully coordinate the project and finally deliver all the outputs.

Clearer instructions on how to carry out some project tasks.

Proper and on time delivery of activities and communication

## MANAGEMENT & COMMUNICATION

This section of the report highlights the partners' evaluation and feedback on the efficiency related to the coordination of the project activities, as well as the time management perspective. The consistency between roles and skills, and the discussion of new ideas were included in the evaluation criteria as well.

### What is your opinion on the following statements?

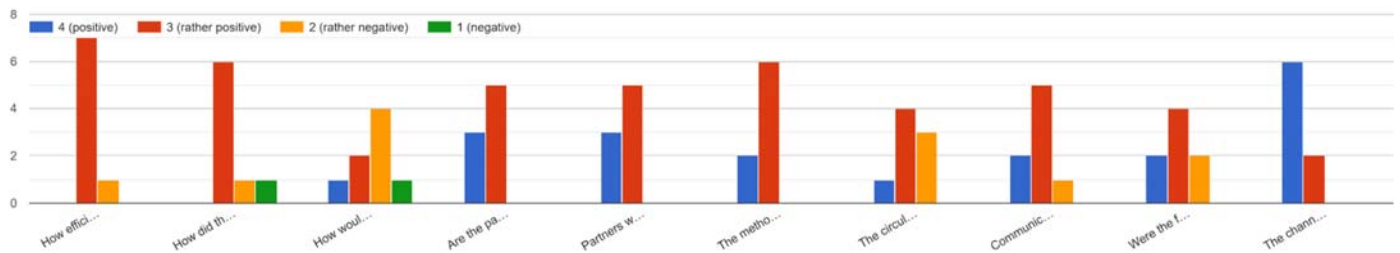
- a) How efficient were the **management and coordination** arrangements?
- b) How did the **coordination of the project impact your ability to deliver on your work package?**
- c) How would you evaluate the **time management** and the respect of deadlines?
- d) Are the **partners' roles consistent with their skills?**
- e) Partners were able to **suggest ideas** and solutions to various problems.
- f) **The methodology** used was very stable and efficient.
- g) The **circulation of the information** within the partnership was:

h) **Communication with partners** was:

i) Were the **financial resources adequate** for the output completion?

j) The **channels of communication** (e-mails, Skype meetings, Google+, in-presence meeting, phone calls, etc.) used were:

1. How do you agree with these statements?



Management and Communication seem to have been quite effective. The overall evaluation is positive as most of the partners expressed a “Positive” or even a “Rather Positive” evaluation. However, some answers were “Rather Negative” and even fewer were “Negative”, as it can be seen in the graph.

A closer look reveals that the highest scores in management & communication were gathered in the areas of Management and coordination arrangements, Partners’ roles consistency, Ideas and problem solutions, Stable and efficient methodology, Communication and Channels of Communication. The less favorable score was amassed in the area of time management and deadline respect as well as in the circulation of information.

From the rating justification it becomes evident that during the project implementation period, there have been some issues with time management and results that were left behind of schedule. Furthermore, a greater degree of leadership and process management needed to be introduced. There were 2 “Rather Negative” answers in the questions having to do with the partners’ ability to deliver their work based on the co-ordination and the time management and the respect of deadlines.



### Comments (please, justify your rating)

(5 responses)

-

As already stated i would expected a better monitoring of activities and a better organization of the activities assigned to partners as i believe there were no equally distributed.

As explained in the previous coomments, Mendelu inability to communicate effectively and on time made parts of the project harder. Communication with the rest of the partners was quite good and effective.

I am writing rather positive and not positive for the reason that Michaela did not coordinate the project efficiently over the last year of the project.

Communication channels were Teams, e-mails, Google disk

### What kind of support would you have needed?

(8 responses)

I would appreciate a stonger management when meeting deadlines

-

A better organization in terms of tasks, monitoring tasks and deadlines monitoring.

Better communication and cooperation from the Mendelu side

no idea

Better coordination on behalf of MEDNELU university

Since some parts of the project were carried out with certain delay, we had to re-organise our part of the deliverables.

Better monitoring of activities and a better organization of the activities

## **INTELLECTUAL OUTPUTS**

The evaluation was also structured upon the quality of the intellectual outputs produced. Partners had to answer regarding the aspect below on a 1-4 scale, 1 being “not at all” and “negative” and 4 being “very” and “positive”.

1. How satisfied are you with the overall quality of the produced Output?
2. How satisfied are you with the timeliness of the Output delivery?





3. Did the produced output meet the agreed-upon specifications?
4. Did the Output stay within the agreed-upon budget?
5. How would you rate the communication with the Output Leader?

## IO1

The satisfaction ratings for IO1 indicate that partners were generally satisfied with the overall quality of the produced output, with 50% expressing being very satisfied and 37.5% satisfied. The timeliness of IO1 delivery received positive ratings, with 62.5% being very satisfied. Most partners agreed that the produced output met the agreed-upon specifications, with 50% indicating complete satisfaction. Additionally, the majority of partners (75%) reported that IO1 stayed within the agreed-upon budget. Communication with the IO1 Leader was highly rated, with 75% expressing satisfaction.

### Additional Comments

(8 responses)

none

-

In general i believe that we with a better organization support and monitoring we should had a better output.

No issues was raised

On time delivery of all outputs

More consistent methodology would have been beneficial.

## IO2

The satisfaction ratings for IO2 reveal a high level of satisfaction among partners. The overall quality of the produced output received a high rating, with 87.5% of partners being very satisfied. While the timeliness of IO2 delivery had a lower satisfaction rating, with 12.5% being very satisfied, the majority (62.5%) expressed satisfaction. Partners agreed that the produced output met the agreed-upon specifications, with 75% indicating complete satisfaction. Additionally, 75%



reported that IO2 stayed within the agreed-upon budget. Communication with the IO2 Leader was also positively rated, with 87.5% expressing satisfaction.

### Additional Comments

(8 responses)

-

there was a slight delay in IO2, which postponed the IO3 deliverable

In general i believe that we with a better organization support and monitoring we should had a better output.

There were a small issue with some of the deliveries of IO2. However, due to the delay in the development of the mobility tool, those missing deliveries of IO2 were discovered at the end of the project. However, IO2 leading university worked quickly and delivered them.

none

Excellent coordination and outputs

Some communication has been carried out after the deadline which has caused extra-workload for our part of the team.

### IO3

The satisfaction ratings for IO3 indicate mixed feedback from partners. The overall quality of the produced output received a moderate level of satisfaction, with 50% expressing satisfaction. However, a significant portion (25%) remained neutral, and 12.5% expressed dissatisfaction. The timeliness of IO3 delivery had the lowest satisfaction rating, with 62.5% being neutral. Partners had varied opinions on whether the produced output met the agreed-upon specifications, with 37.5% mostly satisfied and 50% partially satisfied. Regarding the agreed-upon budget, 50% were completely satisfied, while 25% were mostly satisfied. Communication with the IO3 Leader received mixed ratings, with 50% being neutral.

### Additional Comments

(8 responses)



none

We faced serious problems with IO3 (quality of the product)

In general i believe that we with a better organization support and monitoring we should had a better output.

The inability of the IO3 leading university and leader to be consistent and on time created issues in the project

Better coordination on behalf of the coordinator

The most problematic aspect of this part of the project was the delay.

We needed better coordination and better time management.

#### IO4

Partners showed a high level of satisfaction with IO4. The overall quality of the produced output received a high rating, with 62.5% being very satisfied and 25% satisfied. Partners were highly satisfied with the timeliness of IO4 delivery, with 75% expressing being very satisfied. The majority (75%) agreed that the produced output met the agreed-upon specifications. Similarly, 62.5% reported that IO4 stayed within the agreed-upon budget. Communication with the IO4 Leader was positively rated, with 62.5% expressing satisfaction.

#### Additional Comments

(8 responses)

none

-

In general i believe that we with a better organization support and monitoring we should had a better output.

Everything was delivered on time

Novel and useful e-Toolkit

no comments



## TEAM & ROLES

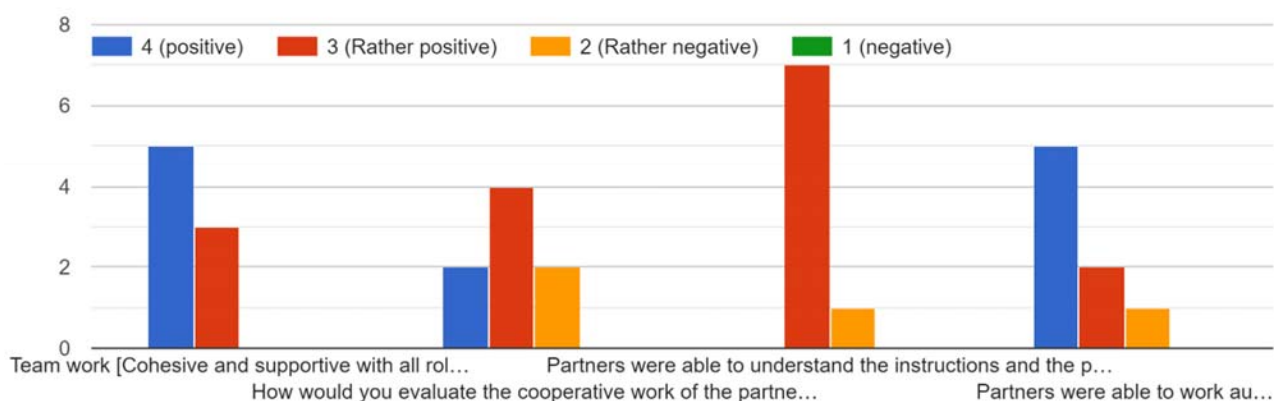
The evaluation was also structured upon the quality of the teamwork and the cooperation achieved among the partners. In this context, the graph below presents the partners' satisfaction with regards to not only the cooperation levels, but also the autonomous character of partners' work (in terms of clearly defined roles and understandable instructions).

### What is your opinion on the following statements?

- Team work** [Cohesive and supportive with all roles being clearly defined and understood]
- How would you evaluate the **cooperative work** among the partners?
- Partners were able to **understand the instructions** and the procedure.
- Partners were able to **work autonomously** and independently.

As far as teamwork is concerned all partners gave a "Positive" and "Rather Positive" rating. 75% of the partners gave a "Positive" and "Rather Positive" rating in evaluating the cooperative work of the partners while 25% gave a "Rather Negative" rating. 87,5% of the partners rated the partners' ability to understand the instructions and the procedures as "Rather Positive". 87,5%

#### 1. How do you agree with these statements?





of the partners rated their ability to work autonomously and independently as “Positive” and “Rather positive”. Luckily, there was no “Negative” answer.

It is evident that the majority of the partners are satisfied with the aspects covered in this section. However, there is room for improvement regarding communication of similar activities for the progress of different work packages.

#### Comments (please, justify your rating)

-

In general i believe that we with a better organization support and monitoring we should had a better output.

Most of the partners were able to work in cooperation and follow all procedure. The only exception is in IO3 were the Leader couldn't communicate efficiently

In some aspects more clear instructions would have been needed.

#### Did you encounter any difficulties in setting up the group work?

Regarding the difficulties encountered by the partners during the implementation of the project, 62,5% stated that they hadn't encountered any difficulties which had to do with the coordination among partners in the effort of meeting deadlines, and the communication with the project management. 37,5% claimed otherwise.

#### If yes, please explain.

(4 responses)

None



In the IO3, and specifically how to assist them. Though effort was made to help them we didn't get any feedback of the outputs development

The workload for my institution exceeded the work envisioned in the project.

Communication and on time delivery of the IO3.

The partners who filled in the evaluation forms were also asked to mention what worked and what didn't work well in the partnership so far. These were the answers collected:

### What worked well in the Partnership so far?

(8 responses)

communication prior to meetings, events

Spirit of common understanding

The willingness of most of the partners to successfully implement this project.

Most of the partners display willingness to assist during all the outputs

sharing of know-how

Willingness to meet the deadlines and outputs

Communication, collegial atmosphere, joint work on publications, sharing and use of information

Willingness and sharing of expertise

### What didn't work well in the Partnership so far?

(8 responses)

some misunderstanding communication

We faced serious problems with IO3 and the deliverables.

It missed a better organization and roles-tasks assignment.

how IO3 was developed and the communication during that specific output

continuity of activities

MENDELU coordination over the last year of the project

Being late with some deliverables



Time management and coordination

What kind of support would you have needed?

(8 responses)

more management intervence, more group-work

Deaadlines & obligation on time

Better organization and better tasks assignment.

Better communication, cooperation and guidance from the leading partner

no idea

Quicker replacement of Michaela Mensikova with katerina

More clear instructions in some parts of the project, finished outputs in others

Strict time schedule

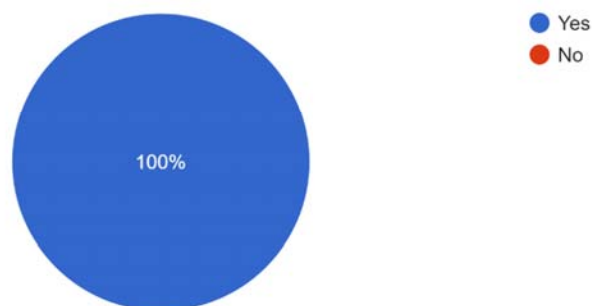
**LESSONS LEARNED**

Have you personally learned something during this period thanks to this project?

All partners reported that they have gained something instructive because of their participation to WITEA project.

1. Have you personally learned something during this period thanks to this project?

8 responses





Please provide some detail.

(6 responses)

I have learn how to manage a team, cooperation.

Try to put the limits of the collobaration from the beginning

To successfully work with european partners.

Be more thorough in details and try more to find solution to problem that arise

Numerous things, from practical aspects to variety of online educational options,...

Problem solving and creative thinking Communication skills, organizational skills.

Furthermore, partners were asked to comment on what they have learned at organisational level:

What did your organization learn thanks to this project?

(8 responses)

KA2 is a huge project, so any experiences is well-appreciated

Trying to find the best solution in the last moment.

Better organizations skills and an experience in EU projects.

How to work better with other organization and manage expectations

Firstly, through this project, we have gained a deeper understanding of the importance of international collaborations and the benefits they bring to our organization. The exchange of ideas, experiences, and best practices with our partner universities has broadened our perspective and enhanced our capacity for innovation.

Furthermore, the project has enabled us to explore and implement modern digital techniques in our university operations. We have embraced various technological advancements to streamline administrative processes, improve communication and collaboration among faculty and students, and enhance the overall learning experience. Through digital tools and platforms, we have successfully integrated online learning, virtual classrooms, and remote collaboration, which have proven to be particularly valuable during challenging times such as the COVID-19 pandemic.





At the partner universities involved in the project, we have observed diverse approaches to implementing modern digital techniques. Each institution has brought unique experiences and expertise to the table, allowing us to learn from their successes and challenges. This exchange of knowledge has been instrumental in shaping our own strategies and practices.

Overall, the project has been a catalyst for innovation and transformation at our organization. It has highlighted the immense potential of modern digital techniques in enhancing teaching, research, and administrative processes at universities. We continue to explore and embrace new technologies to stay at the forefront of educational advancements and provide the best possible learning environment for our students.

Teamwork and ability to resolve issues for the benefit of the project

to make a clear analysis of the financial budget in the project in correlation with the tasks for my institution

Digitization

## **OPPORTUNITIES & RISKS**

During the last semester of the project, partners were able to clarify the most important challenges which had so far arisen, the kind of WITEA opportunities that they could take advantage of as well as make suggestions for improvement of the project. Below are some characteristic answers that were reported:

### What challenges did you face so far?

(8 responses)

crisis-management

-

Lack of organization.

Miscommunication and not cooperation from some partners

Toolkit development

The only challenge that I personally faced had to do with the person that coordinated the project on behalf of MENDELu university and the fact that over the last year she did not pay any attention to the needs of the project. Despite this situation the project team worked



effectively and delivered the outputs on time. Also, MENDELU university replaces the person responsible for the coordination with a more effective one.

Organising our part of the project that depended on deliverables that were running late.

Miscommunication and difficulties in time management

### In your opinion what needs improvement?

(8 responses)

speed in delivering outputs, intensive help from partners

IO3 and the web page of the e-toolkit, since the novelty of the toolkit is heavily based on its design, it would be helpful to promote it a bit further.

A better organization.

More disclosure of issues and flexibility in the schedule of the project

EU e-tools that are disposable to students and staff.

Better coordination on behalf of MENDELu university

Delivering certain parts of the project on time.

Some results could have been better communicated with the partnership

### What did you like the most?

(8 responses)

the community, the people

-

The meetings and discussions with partners.

The ability to work with other partners and solve issues in some of the outputs

cooperation/helpfulness of partners

The cooperation between all partners and the willingness to overcome problems and find solutions.

Cooperating with nice colleagues, creating new networks

Cooperation and understanding



What opportunities/unexpected benefits did you discover thanks to the project so far?

(8 responses)

Further collaboration opportunities.

everyone can always learn, from mistakes, from experienced partners, from experiences itself

-

Copperation with international collegues

learn how to design/program websites

Meet people from different disciplines

The use of numerous online platforms for our future work.

What challenges do you expect in the next period?

(8 responses)

Nothing

A big challenge would be to secure project's sustainability

Fast delivery in full of the tool kid

to continue the work with witea-id v.2

The fact that the main output is not functioning.

Are there any changes you would suggest?

(8 responses)

do not apply for huge and wide project, think about the proposal, make it more concrete and deal with the partners more in details and involved fully since the beginning

It is paramount to show the connection of the toolkit with the WITEA website and the WITEA project.



None

More flexibility in the schedule of the project and disclosure of issues on time. Not in the end of the project.

none

No. Despite the problematic coordination over the last year the team has managed to deliver all the outputs at an excellent level.

Sticking to the time-frame and all would be great!

Better communication and time management



## Summary and Conclusions

The final evaluation report provides a comprehensive overview of the project's progress, achievements, and areas for improvement. The evaluation results indicate a generally positive satisfaction level among partners, with the overall quality of the produced outputs being rated favorably. However, certain aspects of the project, such as clarifying work plans and deadlines, developing more efficient presentations, and organizing activities more efficiently, require attention and improvement.

Throughout the project, there were challenges and difficulties encountered by some partners. In particular, issues arose with the development and delivery of IO3, which impacted the overall progress. Communication, coordination, and time management were identified as areas that needed improvement for a smoother project implementation.

The report emphasizes the importance of effective management, clear instructions, and timely communication within the partnership. It highlights the significance of the quality assurance process and the active participation of all partners in ensuring the project's success and achieving its objectives. Gathering feedback and utilizing it for continuous improvement are crucial for enhancing the project's effectiveness and ensuring the delivery of high-quality results.

Despite the challenges faced, the evaluation report also acknowledges the positive aspects of the partnership, including collaboration, knowledge sharing, and problem-solving. The project has provided valuable learning experiences and opportunities for international cooperation, enhancing the partners' skills, organizational competencies, and understanding of digital tools and techniques.

Overall, the evaluation report provides valuable insights and recommendations for the project's future activities. By addressing the identified areas for improvement and building on the project's strengths, the partnership can enhance its effectiveness and successfully achieve its objectives.

## Annexes

### Annex I

<b>Evaluation of Consortium Meetings</b>					
Statements	1	2	3	4	5
1. Overall, how would you rate the meeting?	(Poor)	(Somewhat Poor)	(Average)	(Good)	(Excellent)
2. The objectives of the meeting were clear to the partners.	(Not clear at all)	(Not clear)	(Somewhat clear)	(Clear)	(Very clear)
3. The meeting was useful for helping your organization to carry out the expected project activities.	(Not at all useful)	(Not useful)	(Somewhat useful)	(Useful)	(Very useful)
4. The meeting was useful for establishing communication among partners.	(Not at all useful)	(Not useful)	(Somewhat useful)	(Useful)	(Very useful)
5. Are the work plan and deadlines for each activity/output clear?	(Not at all clear)	(Not clear)	(Somewhat clear)	(Clear)	(Very clear)
6. What is your opinion about the Kick-off meeting on terms of issues discussed?	(Not at all useful)	(Not useful)	(Somewhat useful)	(Useful)	(Very useful)
7. Are you satisfied with the	(Not at all satisfied)	(Not satisfied)	(Somewhat satisfied)	(Satisfied)	(Very satisfied)

presentations made by other partners in the meeting (timing, content, quality of content, connection with the project tasks, etc)?					
8. How would you rate the duration, time and date of the meeting?	(Poor)	(Somewhat Poor)	(Average)	(Good)	(Excellent)

Evaluation of Events, Conferences					
Statements	1	2	3	4	5
<b>General Information and Feedback</b>					
1. Did you enjoy your participation at the event?	(Not at all)	(Not really)	(Neutral)	(Somewhat)	(Very much)
<b>Organisation</b>					
2. How would you rate the quality of:	(Poor)	(Somewhat poor)	(Average)	(Good)	(Excellent)
2.1 Information provided in advance of the event					
2.2 The content presented at the event					
2.3 The presented materials and outputs					
<b>Structure, Content and Delivery of the Event</b>					
3. How do you agree with these statements?	(Fully disagree)	(Disagree)	(Neutral)	(Agree)	(Fully agree)

3.1 The selection of topics addressed at the event was appropriate according to the information given in advance					
3.2 The aim of the event was clear for me					
3.3 The event made clear for me the project's goals					
3.4 Participants were encouraged to get involved actively					
3.5 The content was provided in a clear and structured way					
3.6 The time schedule of the event was appropriate					

<b>Evaluation of Learning, Teaching and Training Activities</b>					
Statements	1	2	3	4	5
1. Overall how would you rate the training?	(Poor)	(Somewhat poor)	(Average)	(Good)	(Excellent)
2. How do you rate the duration and timing of the training?	(Poor)	(Somewhat poor)	(Average)	(Good)	(Excellent)
3. Were the information and topic of the training clear to you?	(Not clear at all)	(Not clear)	(Average)	(Clear)	(Very clear)
4. Was the training helpful on improving your skills and	(Not helpful at all)	(Not helpful)	(Somewhat helpful)	(Helpful)	(Very helpful)





competences on the matter?					
5. Participation and interaction were encouraged.	(Strongly disagree)	(Disagree)	(Neutral)	(Agree)	(Strongly agree)
6. Visual and supporting material was useful and easy to follow.	(Strongly disagree)	(Disagree)	(Neutral)	(Agree)	(Strongly agree)
7. The trainer/s was/were well prepared.	(Strongly disagree)	(Disagree)	(Neutral)	(Agree)	(Strongly agree)
8. The training objectives were met.	(Strongly disagree)	(Disagree)	(Neutral)	(Agree)	(Strongly agree)