



Digital Internship Model for Higher Professional Studies

Project Number:2020-1-RS01-KA226-HE-094527

Funding Scheme: ERASMUS+ KA226

QUALITY REPORT

**Covering the project activities and deliverables
from 01.03.2021. to 30.06.2021.**

Reporting Date
05/07/2021

PROJECT AND DOCUMENT INFORMATION

Project Title: Digital Internship Model for Higher Professional Studies
Project Acronym: DIMPS
Project Number: 2020-1-RS01-KA226-HE-094527
Funding Scheme: ERASMUS+ KA226
Applicant Organisation: WESTERN SERBIA ACADEMY OF APPLIED SCIENCES
Project Start Date: 01/03/2021
Project End Date: 28/02/2022
Project Duration: 12 months
National Agency in Charge: RS01 Fondacija Tempus

Title of deliverable: Quality report for the period March-June

VERSIONING AND CONTRIBUTION HISTORY

<u>Version</u>	<u>Date</u>	<u>Status</u>	<u>Partner (Person) Responsible</u>
v.01	20/06/2021	Draft	VTSNS (Nenad Janjic)
v.02	30/06/2021	revision	WSAAS (Ljiljana Trumbulovic)

ABBREVIATIONS IN ALPHABETICAL ORDER

DIMPS	Digital internship model for higher professional studies
ICT	Information and Communication Technology
GA	Grant Agreement
NA	National Agency
PHE	Professional Higher Education
PMU	Project Management Unit
PSC	Project Steering Committee
QAMC	Quality Assurance and Monitoring Committee
TPM	Transnational Project Meeting
UNIWA	University of West Attica
UR	University of Ruse “Angel Kanchev”
VI	Virtual Internship
VTSNS	Visoka tehnicka skola strukovnih studija u Novom Sadu Higher Education Technical School of Professional Studies in Novi Sad
WSAAS	Western Serbia Academy of Applied Studies



Contents

1. EXECUTIVE SUMMARY	5
DIMPS project deliverables planned for period March-June	6
Intellectual outputs.....	6
Project management deliverables.....	6
Activites for project implementation	7
Activity types	7
QUALITY OF THE PROJECT MANAGEMENT AND IMPLEMENTATION ACTIVITIES AND DELIVERABLES FOR PERIOD MARCH-JUNE	8
Contractual documentation	8
Quality of strategic project documents.....	9
Deliverable review checklist PROJECT MANAGEMENT AND COMMUNICATION PLAN... 10	
Deliverable review checklist QUALITY PLAN	11
Deliverable review checklist RISK MANAGEMENT PLAN	12
Deliverable review checklist DISSEMINATION PLAN.....	13
Deliverable review checklist DISSEMINATION PLAN v.2.....	14
Deliverable review checklist ACTIVITY PLAN.....	15
QUALITY OF THE FIRST TRANSNATIONAL PROJECT MEETING – KICK OFF MEETING.....	16
QUALITY OF INTELLECTUAL OUTPUTS	19
CONCLUSION.....	20

1. EXECUTIVE SUMMARY

This document presents the Quality Control Plan report for Erasmus KA226 project “Digital Internship Model for Higher Professional Studies” 2020-1-RS01-KA226-HE-094527.

The Quality Plan aimed to assure the quality of the project, as a whole considered. It implied to deploy a wide range of actions that helped to guarantee that the project had impact on target groups, demonstrating the quality of the project outcomes, management efficiency and that the project had been developed according to the guidelines established in the drawing documents.

The Quality Plan was based on an evaluation process of three aspects of the project:

- the management;
- the outputs of the project;
- finally, the impact in the target groups, the public in general and the main stakeholders in the field.

Quality assurance of the project was led by VTSNS with contribution of all partners.

DIMPS project deliverables planned for period March-June

Intellectual outputs

	Deliverable	Estimated date	Coordinating partner
IO 1	The model for digital internship in professional higher education, including learning outcomes and methodology for its implementation	June 2021.	VTSNS

Project deliverables that accompany Intellectual outputs production:

	Deliverable	Estimated date	Coordinating partner
1	Project website	March 2021.	WSAAS
2	Report on best practices for carrying out virtual internships	May 2021.	VTSNS

Project management deliverables

As the result of project management activities, following deliverables will be produced:

	Deliverable	Estimated date	Coordinating partner
1	Project Management Plan	April 2021.	WSAAS
2	Activity plan	April 2021.	WSAAS
3	Dissemination plan	April 2021.	UNIWA
4	Quality plan	April 2021.	VTSNS
5	Risk plan	April 2021.	UR
6	Dissemination and communication material	During the project life cycle	UNIWA

Activities for project implementation

Activity types

Reaching of the DIMPS project goals and objectives will occur through the production of 3 types of activities:

- Project Management and Implementation activities
- 3 Transnational Project Meetings and
- Intellectual Outputs:
 - The model for digital internships in professional higher education
 - Online platform for virtual internship
 - Toolkit/guide for the implementation of digital internship

Planned activities for the period March-June are:

- Project Management and Implementation activities:
 - Signed Partner Agreements,
 - Developed strategic project documents: Project Management Plan, Activity Plan, Dissemination Plan, Quality Plan, Risk Plan,
 - Developed communication pathways and visual identity
- TM1 - kick off meeting
- Intellectual Outputs:
 - The model for digital internships in professional higher education



QUALITY OF THE PROJECT MANAGEMENT AND IMPLEMENTATION ACTIVITIES AND DELIVERABLES FOR PERIOD MARCH-JUNE

During first four months, the project activities have been carried out as envisaged in the original plan, with slight changes and delays that have not affected the overall implementation foreseen for the reporting period. This suggests the generally high quality of management and communication pathways.

Contractual documentation

The contractual documentation was completed with the signature of following key documents:

1. Grant Agreement - Ugovor o dodeli namenskih bespovratnih sredstava ugovor broj – 2020-1-RS01-KA226-HE-094527 – between Serbian National Agency Fondacija Tempus and coordinator Western Serbia Academy of Applied Sciences
2. Annex to the Grant agreement
3. Partnership Agreement between coordinator Western Serbia Academy of Applied Sciences and University of Ruse “Angel Kanchev”
4. Partnership Agreement between coordinator Western Serbia Academy of Applied Sciences and University of West Attica
5. Annex to the Partnership Agreement between coordinator Western Serbia Academy of Applied Sciences and University of West Attica
6. Partnership Agreement between coordinator Western Serbia Academy of Applied Sciences and Visoka tehnicka skola strukovnih studija u Novom Sadu
7. Annex to the Partnership Agreement between coordinator Western Serbia Academy of Applied Sciences and Visoka tehnicka skola strukovnih studija u Novom Sadu

The assurance of the quality of the contractual documentation was the responsibility of the legal office/departments in NA Fondacija tempus and each party involved.



Quality of strategic project documents

Strategic project documentation was prepared prior to the Kick off meeting. Institution responsible for the writing of strategic project documentation, as defined in the project proposal, was as follows:

Project Management and Communication Plan – WSAAS – Tatjana Marinkovic
Quality Plan- VTSNS – Branko Savic
Risk Plan – UR – Plamen Zahariev
Dissemination Plan – UNIWA – Michalis Koniordos
Activity Plan – WSAAS – Tatjana Marinkovic

Each deliverable was subjected to the Deliverable review checklist, according to the template published at <https://dimps-erasmus.com/document-templates/>

Upon the review, the document was either accepted and forwarded for the adoption by the Project consortium or returned for the revision.

Results of the Project management deliverables review are given bellow

Deliverable review checklist PROJECT MANAGEMENT AND COMMUNICATION PLAN

Author(s) responsible for the deliverable: Tatjana Marinkovic

Assurance point	Issues to address	Assessment	Comments	Recommendations
1. Compliance with the objectives of the project	Does the deliverable comply with the objectives of the project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
2. Correspondence with the description of relevant activity.	Does the deliverable correspond with the activity description as specified in the Application form?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
3. Compliance with the deliverable format	Is the deliverable presented using the project deliverable format – Annex B (Word document template)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
4. Adequacy of complementary information	Examples of complementary information: <ul style="list-style-type: none"> ○ External sources used ○ Methodology (e.g. for surveys) ○ Bibliography 	Yes <input type="checkbox"/> No <input type="checkbox"/>	NOT APPLICABLE	
5. Adequacy of written language	Level of written language	Excellent <input checked="" type="checkbox"/> Adequate <input type="checkbox"/> Inadequate <input type="checkbox"/>		
Overall assessment and suggestions for improvement	Deliverable meets quality requirements			
Date of quality assurance performed by the QAMC reviewers				15/03/2021
Deadline for submission of amended version of the deliverable				dd-mm-yyyy

Deliverable review checklist QUALITY PLAN

Author(s) responsible for the deliverable: Branko Savic

Assurance point	Issues to address	Assessment	Comments	Recommendations
1. Compliance with the objectives of the project	Does the deliverable comply with the objectives of the project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
2. Correspondence with the description of relevant activity.	Does the deliverable correspond with the activity description as specified in the Application form?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
3. Compliance with the deliverable format	Is the deliverable presented using the project deliverable format – Annex B (Word document template)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
4. Adequacy of complementary information	Examples of complementary information: <ul style="list-style-type: none"> ○ External sources used ○ Methodology (e.g. for surveys) ○ Bibliography 	Yes <input type="checkbox"/> No <input type="checkbox"/>	NOT APPLICABLE	
5. Adequacy of written language	Level of written language	Excellent <input checked="" type="checkbox"/> Adequate <input type="checkbox"/> Inadequate <input type="checkbox"/>		
Overall assessment and suggestions for improvement	Deliverable meets quality requirements			
Date of quality assurance performed by the QAMC reviewers				18/03/2021
Deadline for submission of amended version of the deliverable				dd-mm-yyyy

Deliverable review checklist RISK MANAGEMENT PLAN

Author(s) responsible for the deliverable: Georgi Hristov, Plamen Zahariev, Diyana Kinaneva, Georgi Georgiev

Assurance point	Issues to address	Assessment	Comments	Recommendations
1. Compliance with the objectives of the project	Does the deliverable comply with the objectives of the project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
2. Correspondence with the description of relevant activity.	Does the deliverable correspond with the activity description as specified in the Application form?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
3. Compliance with the deliverable format	Is the deliverable presented using the project deliverable format – Annex B (Word document template)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
4. Adequacy of complementary information	Examples of complementary information: <ul style="list-style-type: none"> ○ External sources used ○ Methodology (e.g. for surveys) ○ Bibliography 	Yes <input type="checkbox"/> No <input type="checkbox"/>	NOT APPLICABLE	
5. Adequacy of written language	Level of written language	Excellent <input checked="" type="checkbox"/> Adequate <input type="checkbox"/> Inadequate <input type="checkbox"/>		
Overall assessment and suggestions for improvement	Deliverable meets quality requirements			
Date of quality assurance performed by the QAMC reviewers				10/04/2021
Deadline for submission of amended version of the deliverable				dd-mm-yyyy

Deliverable review checklist DISSEMINATION PLAN

Author(s) responsible for the deliverable: Michalis Koniordos

Assurance point	Issues to address	Assessment	Comments	Recommendations
1. Compliance with the objectives of the project	Does the deliverable comply with the objectives of the project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
2. Correspondence with the description of relevant activity.	Does the deliverable correspond with the activity description as specified in the Application form?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
3. Compliance with the deliverable format	Is the deliverable presented using the project deliverable format – Annex B (Word document template)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Use the project deliverable format – Annex B
4. Adequacy of complementary information	Examples of complementary information: <ul style="list-style-type: none"> ○ External sources used ○ Methodology (e.g. for surveys) ○ Bibliography 	Yes <input type="checkbox"/> No <input type="checkbox"/>	NOT APPLICABLE	
5. Adequacy of written language	Level of written language	Excellent <input checked="" type="checkbox"/> Adequate <input type="checkbox"/> Adequate <input type="checkbox"/>		
Overall assessment and suggestions for improvement	Deliverable needs adjustment			
Date of quality assurance performed by the QAMC reviewers				06/05/2021
Deadline for submission of amended version of the deliverable				07/05/2021.

Deliverable review checklist DISSEMINATION PLAN v.2

Author(s) responsible for the deliverable: Michalis Koniordos, Tatjana Marinkovic

Assurance point	Issues to address	Assessment	Comments	Recommendations
1. Compliance with the objectives of the project	Does the deliverable comply with the objectives of the project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
2. Correspondence with the description of relevant activity.	Does the deliverable correspond with the activity description as specified in the Application form?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
3. Compliance with the deliverable format	Is the deliverable presented using the project deliverable format – Annex B (Word document template)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
4. Adequacy of complementary information	Examples of complementary information: <ul style="list-style-type: none"> ○ External sources used ○ Methodology (e.g. for surveys) ○ Bibliography 	Yes <input type="checkbox"/> No <input type="checkbox"/>	NOT APPLICABLE	
5. Adequacy of written language	Level of written language	Excellent <input checked="" type="checkbox"/> Adequate <input type="checkbox"/> Adequate <input type="checkbox"/>		
Overall assessment and suggestions for improvement	Deliverable meets quality requirements			
Date of quality assurance performed by the QAMC reviewers				10/05/2021
Deadline for submission of amended version of the deliverable				dd-mm-yyyy

Deliverable review checklist ACTIVITY PLAN

Author(s) responsible for the deliverable: Tatjana Marinkovic

Assurance point	Issues to address	Assessment	Comments	Recommendations
1. Compliance with the objectives of the project	Does the deliverable comply with the objectives of the project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
2. Correspondence with the description of relevant activity.	Does the deliverable correspond with the activity description as specified in the Application form?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
3. Compliance with the deliverable format	Is the deliverable presented using the project deliverable format – Annex B (Word document template)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
4. Adequacy of complementary information	Examples of complementary information: <ul style="list-style-type: none"> ○ External sources used ○ Methodology (e.g. for surveys) ○ Bibliography 	Yes <input type="checkbox"/> No <input type="checkbox"/>	NOT APPLICABLE	
5. Adequacy of written language	Level of written language	Excellent <input checked="" type="checkbox"/> Adequate <input type="checkbox"/> Adequate <input type="checkbox"/>		
Overall assessment and suggestions for improvement	Deliverable meets quality requirements			
Date of quality assurance performed by the QAMC reviewers				15/03/2021
Deadline for submission of amended version of the deliverable				dd-mm-yyyy

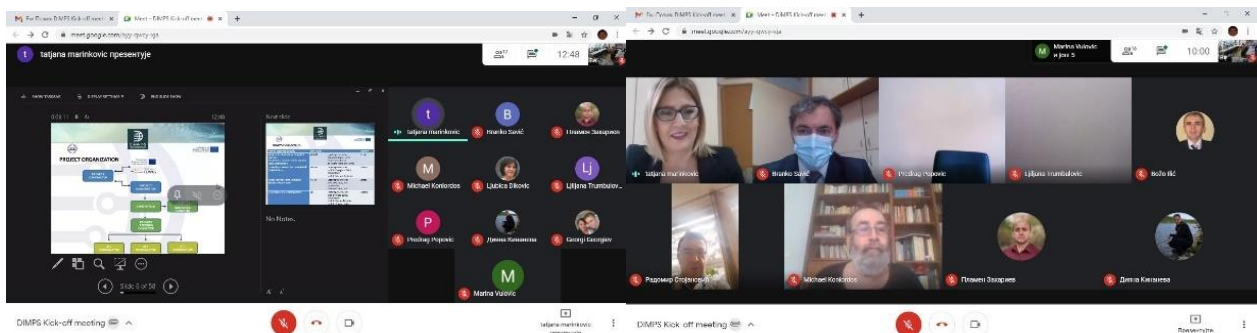
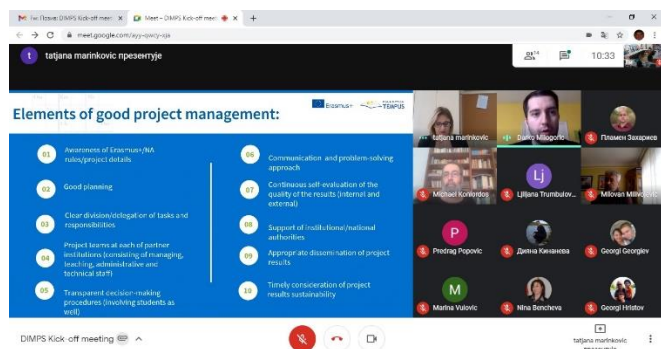
QUALITY OF THE FIRST TRANSNATIONAL PROJECT MEETING – KICK OFF MEETING

Event: Kick-off meeting
Date: 15th -16th April 2021.
Time: 10:00 CET
Venue: Western Academy of Applied Sciences
Trg Sv. Save 34, Uzice, Serbia

The main goal of the TM1- Kick off meeting was to establish the project management structures and to make decisions concerning the responsibilities for the Intellectual Outputs production. The meeting was organized combining in-person/online approach. Members from the host institution (WSAAS) and Higher Technical School of Applied Sciences Novi Sad (VTSNS) were attending the meeting in person, whereas members from University of Ruse “Angel Kanchev” (UR) and University of West Attica (UNIWA) attended the meeting via Google Meet platform.

First day of the TM1 was organized to deal with: Project Management Plan specifying management structures, procedures and reporting on activities and expenses; Establishment of project management structures - Consortium, Steering committee, Quality assurance committee, Expert group, and previously formed project management teams of partners including management, legal, administrative, financial and technical staff to provide continuous project management in partner organizations; Risk Plan development; Quality Plan development; Dissemination Plan development.

Second day was dedicated to the discussion of the Activity plan, Intellectual outputs tasks and responsibilities.





Participants' feedback was obtained after the meeting. In-person participants filled the questionnaire at the site, while online participants sent their responses pulled, to ensure anonymisation.

Participants responded to the questions related the event content, organization, and results, by circling the appropriate number on the right side of every statement, so that it depicts their agreement with the statement, where:

- 1 means – I disagree strongly;
- 3 means – I neither agree or disagree;
- 5 means – I agree strongly.

Feedback was obtained from 19 participants in total. Results are presented in the table.

EVENT CONTENT	Evaluation mark
The content of the event is relevant to the topic.	4,95
The discussions were relevant for the participants.	4,89
The materials distributed are useful and informative.	4,68
The event was interactive and interesting.	4,84
The event activities provided me substantial amount of practical information and answers.	4,89
The goal of the event has been achieved.	5,00
ORGANISATION	
The overall organisation was professional.	4,95
The style and level of communication between organisers and participants was professional	4,78
The methods of working were suitable for the topics and for the participants.	4,95
The event time management and length were appropriate.	4,95
The venue and facilities	4,57
EVENT RESULTS	
My expectations about this event were met or exceeded.	4,95
I enjoyed the cooperation and interaction with other participants.	4,89
This event covered to a very high extent the topics I have expected.	4,95

EVENT GENERAL ASSESSMENT

How would you generally mark this event? Evaluation mark 5



Overall conclusion is that Kick off meeting that was held 15th -16th April 2021 fulfilled its purpose in terms of the establishment of the project organization structure, adoption of general management, communication and reporting principles, as well as the concepts of quality assurance and risk recognition and mitigation measures.

The participants' satisfaction survey revealed the slight difference between in-person and online participants in term that in-person participants showed higher level of satisfaction.

This is also obvious in the responses to the questions about strengths and weaknesses of the event:

STRENGTHS AND LIMITATIONS OF THE EVENT

- A. Please illustrate any strengths of the event and contributions or activities you enjoyed.
- a. The initial meeting was extremely informative about the work packages and the upcoming tasks for each partner and the consortium.
 - b. The organized discussions provided an opportunity to clarify important administrative issues related to the implementation of the project.
-
- B. Please indicate how you think the event could have been improved.
- a. Holding face-to-face meetings has a much greater effect, so I think it's good to have them in the future.

STRENGTHS AND LIMITATIONS OF THE EVENT

- A. Please illustrate any strengths of the event and contributions or activities you enjoyed.
- a. The consortium members were introduced and the work on the project has started.
 - b. The event was well organized and balanced.
 - c. The bonus topic with discussions on future EU and Erasmus + projects was very effective and useful.
 - d. _____
- B. Please indicate how you think the event could have been improved.
- a. Unfortunately, given the COVID-19 limitation, there was nothing more to be done.
 - b. _____

QUALITY OF INTELLECTUAL OUTPUTS

As adopted in the Activity Plan, the focus of the project implementation in period March-June was production of Intellectual Output 1.

All of the documents planned for this timeframe, as indicated in the table, were produced.

Upon their presentation and discussion during second transnational meeting, the deliverables will be quality checked, peer-reviewed and disseminated.

IO1 THE MODEL FOR DIGITAL INTERNSHIPS IN PROFESSIONAL HIGHER EDUCATION	
ACTIVITY	INDICATOR
Desktop research: best practices for carrying out virtual internships	Report on best practices
Defining learning outcomes: knowledge, skills and attitudes to be developed through a digital internship program	Draft of Learning outcomes
Adapting the existing quality recommendations for internships	
Writing methodology: concrete steps to be undertaken in order to carry out the digital internship program. Alignment of the proposed methodology with defined learning outcomes of internships and quality standards	Methodology written



CONCLUSION

The DIMPS project achieved the goals set for the period March-June at the outset, with appropriate quality standards. Project activities have been fully implemented according to project specifications outlined in project work-plan. Project aims and planned outputs have been achieved. The DIMPS project was generally implemented according to stipulated quality dimensions and participants' expectations