REPORT

Deliverable N° 8.3

Report on the evolution of the project quality N° 1

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Project Acronym	CONSENS
Project title	Latin American Consensus for the Internationalization in Postgraduate Education
Work package	WP8: Quality assurance of the project
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Work package leader	La Sapienza Università di Roma (UNIROMA)
Elaboration and edition of the document	La Sapienza Università di Roma (UNIROMA); Universidad de Buenos Aires (UBA)
Document description	First quality audit report. This document describes the evolution in the implementation of the project activities, as well as the quality assurance activities carried out and the compliance of the project deliverables with the quality standards set in the Quality Plan.

1. Progress in the project execution

Fecha de inicio del proyecto: 15/11/2018

Activity/Deliverable		Mes 1 15/12/2018	Mes 2 15/1/2019	Mes 3 15/2/2019	Mes 4 15/3/2019	Mes 5 15/4/2019	Mes 6 15/5/2019
1.1	Organization and development of the project kick off meeting	■	■	■	■	■	
		▤	▤	▤	▤	▤	
1.2	Identification of strategic socioeconomic areas which are common to all LA countries.	■					
		▤					
1.3	Identification and definition of the variables to establish the status prior to the development of the project (D1.1).	■	■				
		▤	▤				
1.4	Creation of an "ad hoc" structured questionnaire for data collection of the relevant variables (D1.2).		■	■			
			▤	▤			
1.5	Data collection of the relevant variables throgh the questionnaire and the project web and analysis.				■		
					▤		
1.6	Elaboration of an assessment document of the variables under study (baseline), by HEI and by country (D1.3).				■	■	
					▤	▤	
1.7	Development of a virtual workshop for the analysis, discussion and synthesis of all the information collected.					■	
						▤	
1.8	Elaboration of the base document:"Student-centered teaching and quality of postgraduate degrees in LA HEIs: their contribution to postgraduate education internationalization". (D1.4)						■
							▤
1.9	Monitoring and assessment of WP1.	■	■	■	■	■	
		▤	▤	▤	▤	▤	
2.1	Elaboration of a "Catalogue of good practices and lessons learnt in European countries, with respect to student-centered teaching and the quality of postgraduate degrees" (D2.1).					■	■
						▤	▤
2.8	Monitoring and assessment of WP 2.					■	■
						▤	▤

Activity/Deliverable		Mes 1	Mes 2	Mes 3	Mes 4	Mes 5	Mes 6
3.1	Acquisition of a domain /domains for the project, installation / booking of hosting service and assignment of the acquired domains.	▓					
3.2	Computer platform designing, programming and installation.	▓	▓				
3.3	Development of an informatic platform tutorial, and user training (D3.1).		▓	▓			
3.4	Maintenance and upgrading of the web platform.		▓	▓	▓	▓	▓
3.5	Preparation of a procurement plan of necessary technology - equipment (D3.2)				▓		
3.6	Purchase of the planned equipment by each - LA institutions (D3.3).					▓	▓
3.7	Monitoring and assessment of WP 3.	▓	▓	▓	▓	▓	▓
7.1	Creation of a database of relevant actors for communication and dissemination.	▓	▓				
7.2	Elaboration of the communication and dissemination plan (D7.1).	▓	▓	▓			
7.3	Designing of graphic material to be used by each HEIs; editing of project and academic documents.		▓	▓	▓	▓	▓
7.4	Presentation and discussion of the communication and dissemination plan.					▓	
7.5	Exchange of information and publications with the networks involved in the internationalization of higher education in LA.	▓	▓	▓	▓	▓	▓
7.6	Processing of the information produced by the consortium and elaboration of contents to be disseminated on the Web and other channels.						▓

Activity/Deliverable		Mes 1	Mes 2	Mes 3	Mes 4	Mes 5	Mes 6
7.7	Creation of a portfolio of CONSENS dissemination material (D7.2).						■ (blue) / ■ (green)
7.8	Elaboration and publication of biannual newsletters (D7.3 to D7.8).				■ / ■	■ / ■	■ / ■
7.9	Coverage in social media to increase visibility.				■ / ■	■ / ■	■ / ■
7.10	Planning and development of massive social and informative coverage, both at the kick off meeting and at the project final conference.				■ / ■	■ / ■	
7.11	Elaboration of communication and dissemination reports and development of virtual meetings to analyze them.						■ / ■
7.12	Monitoring and assessment of WP 7.	■ / ■	■ / ■	■ / ■	■ / ■	■ / ■	■ / ■
8.1	Creation of a committee for the project quality assurance.	■ / ■					
8.2	Elaboration of a CONSENS quality assurance plan (D8.1).	■ / ■	■ / ■	■ / ■			
8.3	Designing of the instruments and format of the quality assurance periodical reports (D8.2).				■ / ■		
8.4	Presentation and discussion of the quality plan and quality instruments.					■ / ■	
8.5	Monitoring of the activities of each of the workpackages, using the agreed instruments.					■ / ■	■ / ■
8.6	Elaboration of biannual reports on the evolution of the project quality (D8.3 to D8.8).						■ / ■
8.7	Discussion of the reports on the evolution of the project quality with the project coordinating team.					■ / ■	■ / ■
8.8	Monitoring and assessment of WP 8.	■ / ■	■ / ■	■ / ■	■ / ■	■ / ■	■ / ■

	Activity/Deliverable	Mes 1	Mes 2	Mes 3	Mes 4	Mes 5	Mes 6
9.1	Formalization of the project management structure and mechanisms to operationalize the control of compliance with the Grant Agreement and the Partnership Agreement.	🟦					
		🟩					
9.2	Formalization of the Grant Agreement and monitoring of its compliance.	🟦	🟦	🟦	🟦	🟦	🟦
		🟩	🟩	🟩	🟩	🟩	🟩
9.3	Administrative management of the required documentation, according to the guidelines of the EACEA.	🟦	🟦	🟦	🟦	🟦	🟦
		🟩	🟩	🟩	🟩	🟩	🟩
9.4	Management of the internal and external communication of the consortium.	🟦	🟦	🟦	🟦	🟦	🟦
		🟩	🟩	🟩	🟩	🟩	🟩
9.5	Partnership Agreement formalization and monitoring of its compliance.	🟦	🟦	🟦	🟦	🟦	🟦
		🟩	🟩	🟩	🟩	🟩	🟩
9.6	Monitoring, assessment and control of the execution of the project activities and the presentation of deliverables.	🟦	🟦	🟦	🟦	🟦	🟦
		🟩	🟩	🟩	🟩	🟩	🟩
9.7	Monitoring, assessment and control of the budgetary execution of the project.	🟦	🟦	🟦	🟦	🟦	🟦
		🟩	🟩	🟩	🟩	🟩	🟩
9.8	Drawing up and signing of the contractual documents for sub-contracts (outsourcing) (D9.1).		🟦				
			🟩				
9.9	Monitoring and control of the outsourced contracts compliance. Proposal and approval of adjustments.		🟦	🟦	🟦	🟦	🟦
			🟩	🟩	🟩	🟩	🟩
9.10	Preparation, presentation and discussion of the operative planning for the administrative management of the project.					🟦	
						🟩	
9.11	Signature of resolutions to ensure the continuity of the interuniversity and intergovernmental network CONSENS beyond the project lifetime(D9.2).						🟦
9.15	Development of the external accounting audit.		🟦				🟦
			🟩				🟩

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WP1: Ex-ante evaluation and baseline; User needs analysis

Concluded activities:

1.1   Organization and development of the project kick off meeting

All CONSENS partners, from months 1 to 5, organized the project kick off meeting. The KoffM was held from 26 February to 01 March 2019, in Buenos Aires, at UBA University. All partner organizations participated. The Erasmus Mundus Programme Coordinator -José Gutiérrez Fernández- and the Project Officer -Eva Valle-Casanova- also participated, via videoconference.

The four CONSENS criteria were treated:
• Competencies
• Academic credits
• Student-centered learning
• Quality assurance in postgraduate programmes.

1.2   Identification of strategic socioeconomic areas which are common to all LA countries.

All LA partners, during the first month identified the socioeconomic strategic areas within which each university included one or two postgraduate degrees in the frame of the CONSENS project.

1.3   Identification and definition of the variables to establish the status prior to the development of the project (D1.1).

The six LA HEIs, along the first and second months, defined (D1.1 at month 2):
- Four criteria related to Student Centered Learning (SCL) and Quality Assurance in postgraduate education (CONSENS Criteria).
- Ten CONSENS postgraduate courses were defined in which to apply the four criteria. 10: 4 Specializations, 5 Masters and 1 Doctorate.

1.4   Creation of an "ad hoc" structured questionnaire for data collection of the relevant variables (D1.2).

P15 (UBA) and P12 (UNIROMA), during months 2 and 3, developed the "ad hoc" structured questionnaire to gather data on the variables of the 4 CONSENS criteria (D1.2 at month 3). The structured questionnaire was shared via mail to all the actors involved (LA HEIs) in the initial diagnosis.

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1.5   Data collection of the relevant variables through the questionnaire and the project web and analysis.

Along the 4th month, each LA HEI developed the survey on the relevant variables previously defined through the "ad hoc questionnaire".

1.6   Elaboration of an assessment document of the variables under study (baseline), by HEI and by country (D1.3).

Each LA HEI, throughout months 4 and 5, elaborated a report with the analysis of their results, which they submitted to the coordinator.
The coordinator, UBA and UNIROMA1 carried out the analysis and systematization of the user needs on the four CONSENS criteria (D1.3 at month 5):
• Competencies
• Academic credits
• Student-centered learning
• Quality assurance in postgraduate programmes.

1.7   Development of a virtual workshop for the analysis, discussion and synthesis of all the information collected.

All LA partners, during month 5, developed a virtual workshop for the integration of all the information collected.

1.8   Elaboration of the base document: "Student-centered teaching and quality of postgraduate degrees in LA HEIs: their contribution to postgraduate education internationalization". (D1.4)

Throughout the month 6, P15 (UBA), upon the products of the workshop carried out by the LA HEIs, elaborated and published the background document (situational diagnosis) for the student-centered learning and quality of postgraduate degrees in LA HEIs (D1.4 at month 6).

1.9   Monitoring and assessment of WP1.

Along the first six months of the project that work package N°1 lasted, P15 (UBA) monitored and assessed if the activities were developed in a timely manner, including the four deliverables.

Quality assurance of the activities carried out:

Project activity	**Quality assurance activity**
1.4. Creation of an "ad hoc" structured questionnaire for data collection of the relevant variables.	➢ Definition of the technical characteristics of the survey, in order to obtain the desired level of representativity. ➢ Development and distribution among LA partners of a guide for the user needs analysis. ➢ Participation of strategic partners in the construction of the questionnaire. ➢ Peer review of the final version of the questionnaire.
1.5. Data collection of the relevant variables through the questionnaire and the project web and analysis. Identification, analysis and systematization of the user needs.	➢ Setting of the methodology and logistics of the field work. ➢ Inclusion of, at least 10 teachers in the implementation of the survey.
1.6. Elaboration of an assessment document of the variables under study (baseline), by HEI and by country (D1.3).	➢ Definition of the minimum contents of the situational analysis.
1.7. Development of a virtual workshop for the analysis, discussion and synthesis of all the information collected.	➢ Definition of the specific products resulting from the workshops. ➢ Elaboration of a report of the workshops developed in each LA HEI with its subsequent submission to the Project coordinator, which will be used as an input for the elaboration of the background documents for the curricular proposal.
1.8. Elaboration of the base document: "Student-centered teaching and quality of postgraduate degrees in LA HEIs: their contribution to postgraduate education internationalization".	➢ Completing the redaction of the background documents and their revision by all the LA partners in due time. ➢ Publication disseminated through customary channels of the HEIs, the associated partners and the website.

Deliverables produced:

D1.1: Student-centered learning and quality criteria in LA postgraduate courses.

D1.2 Ad hoc structured questionnaire

D1.3: Appraisal of each LA-HEI related to the four CONSENS criteria

D1.4: Base document (situational diagnosis) "Student-centered learning and quality of postgraduate programmes in LA HEIs: their contribution to postgraduate education internationalization".

WP 2: Knowledge and skills transfer

Concluded activities:

2.1 Elaboration of a "Catalogue of good practices and lessons learnt in European countries, with respect to student-centered teaching and the quality of postgraduate degrees" (D2.1).

Throughout months 5 and 6, P2 (CUIA), P6 (UCM), P11 (UNIPV), P12 (UNIROMA), P13 (UAB) and P14 (AMU), considering their experience in teaching strategies centered in the student and quality assessment, developed, and shared with the LA HEIs a catalogue of good practices and lessons learnt on the CONESNS criteria (D2.1at month 6): Competencies, Academic credits, Student-centered learning and Quality assurance in postgraduate programmes.

Quality assurance of the activities carried out:

Project activity	**Quality assurance activity**
2.1 Elaboration of a "Catalogue of good practices and lessons learnt in European countries, with respect to student-centered teaching and the quality of postgraduate degrees"	➢ Elaboration and distribution among the partners involved in the activity of a collaborative working schedule by the WP leader. ➢ Peer review of the final version.

Deliverables produced:

D2.1: Catalogue of good practices and lessons learnt in EU countries

Ongoing activities:

2.8 Monitoring and assessment of WP 2.

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WP3: Development and incorporation of technology for information and communication.

Concluded activities:

3.1   Acquisition of a domain /domains for the project, installation / booking of hosting service and assignment of the acquired domains.

P15 (UBA), during the 1st month of the project, registered a domain for the project Webpage and hired a hosting service.

3.2   Computer platform designing, programming and installation.

An ICT professional was subcontracted by P15 (UBA), who replaced UNIBE as WP leader. Throughout the first and second months, UBA procured the design, programming, and installation of the CONSENS computing platform. The website software was developed: general and particular structure, links, and pop-ups. A database was created for the administration of processes and statistics, as well as a file repository to exchange documents and reports.

An e-learning platform was customized to meet the needs of the project (Moodle: free software, language libraries, and flexible tools).

3.3   Development of an informatic platform tutorial, and user training (D3.1).

P15 (UBA), along the second- and third- months' WP, developed the tutorial for the use of the CONSENS informatics platform. All partners' users were trained. (D3.1 at month 3).

3.5   Preparation of a procurement plan of necessary technology - equipment (D3.2)

P15 (UBA), during month 4, prepared a procurement plan of the necessary technology (equipment) in LA HEIs upon the needs expressed by said institutions.

Deviations:

Quality assurance of the activities carried out:

Project activity	Quality assurance activity
3.1. Registration of a domain for the project Webpage and hiring a hosting service. *3.2. Computer platform designing, programming and installation.*	➢ Set of minimum characteristics and decision criteria based on international standards related of the ICT activities.

3.3. Development of an informatic platform tutorial, and user training.	
3.5 Preparation of a procurement plan of necessary technology - equipment	➢ Elaboration and distribution among the consortium partners of an instruction sheet for the development of the provisioning activities in accordance with the procedures established in the *Guidelines for the use of the grant*.

Deliverables produced:

D3.1: Informatic platform tutorial and user training.

D3.2: Procurement plan of necessary technology.

Ongoing activities:

3.4   Maintenance and upgrading of the web platform.

3.7   Monitoring and assessment of WP 3.

WP7: Visibility of activities, project results, and Erasmus+ contribution

Concluded activities:

7.1   Creation of a database of relevant actors for communication and dissemination.

All partners, during the 1st & 2nd months, identified actors that may be related to the objectives of the CONSENS project. P10 (UNLU) created a database for communication and dissemination and subcontracted a communication professional.

7.2   Elaboration of the communication and dissemination plan (D7.1).

During months 1 to 3, WP 7 leader (P10-UNLU) elaborated and distributed the communication and dissemination plan.
(D7.1 at months 3).

7.4   Presentation and discussion of the communication and dissemination plan.

WP 7 leader (P10 UNLU), during month 5 presented for discussion and approval the communication and dissemination plan, at the kickoff meeting held in Buenos Aires from 26/02 to 01/03/2019. It was approved.

7.10   Planning and development of massive social and informative coverage, both at the kick off meeting and at the project final conference.

P10 (UNLU) and P15 (UBA), along months 4 to 5, planned and developed a social and informative coverage of the CONSENS kickoff meeting held in Buenos Aires from.

Quality assurance of the activities carried out:

Project activity	**Quality assurance activity**
7.1 Creation of a database of relevant actors for communication and dissemination Identification of dissemination groups and elaboration of a dissemination plan.	➢ Participation of all the consortium partners in the identification of dissemination groups.
7.2 Elaboration of the communication and dissemination plan. Creation of a project website as a platform of collaboration and dissemination.	➢ Development of the website considering the standards established by the European Comission in the **Information Providers Guide**.

Deliverables produced:

D7.1: Communication and dissemination plan.

D7.3 First CONSENS Bi-annual newsletter

Ongoing activities:

7.3   Designing of graphic material to be used by each HEIs; editing of project and academic documents.

7.5   Exchange of information and publications with the networks involved in the internationalization of higher education in LA.

7.6   Processing of the information produced by the consortium and elaboration of contents to be disseminated on the Web and other channels.

7.7   Creation of a portfolio of CONSENS dissemination material (D7.2).

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7.8   Elaboration and publication of biannual newsletters (D7.3 to D7.8).

7.9   Coverage in social media to increase visibility.

7.11   Elaboration of communication and dissemination reports and development of virtual meetings to analyze them.

7.12   Monitoring and assessment of WP 7.

WP8: Quality assurance of the project

Concluded activities:

8.1   Creation of a committee for the project quality assurance.

All partners, during the 1st month, created a committee for the project quality assurance, which is composed of one representative of each of the participating institutions. An external quality evaluator was contracted by P12 UNIROMA.

8.2   Elaboration of a CONSENS quality assurance plan (D8.1).

WP leader, P12 UNIROMA, with the collaboration of the other HEIs and the external quality evaluator, elaborated the quality assurance plan.
(D8.1 at month 3)

8.3   Designing of the instruments and format of the quality assurance periodical reports (D8.2).

P12 (UNIROMA) and P15 (UBA), with the collaboration of the external quality evaluator, during month 4, designed the quality assurance (QA) evaluation instruments and format of the periodical QA reports.
(D8.2 at month 4)

8.4   Presentation and discussion of the quality plan and quality instruments.

Along month 5, P12 (UNIROMA) and P15 (UBA) presented and discussed the quality plan and quality instruments at the kickoff meeting held in Buenos Aires from 26/02 to 01/03/2019.

Quality assurance of the activities carried out:

Project activity	**Quality assurance activity**
8.1 and 8.2 Elaboration of a CONSENS quality assurance plan. *Designation of quality instruments, such as templates, questionnaires and protocols, with the aim of assessing the expected results and identifying strengths and weaknesses for certain tracing activities (workshops, internships, training).*	➢ Revision of the specific norms of each sector: curricular design, distance learning and software development. ➢ Interview with key actors; disciplinary experts. ➢ Participation of all consortium members. ➢ Explicit agreement among all the significant stakeholders.

Deliverables produced:

D8.1: CONSENS quality assurance plan

D8.2: Instruments for quality control and format of the quality assurance periodical reports.

Ongoing activities:

8.5   Monitoring of the activities of each of the workpackages, using the agreed instruments.

8.6   Elaboration of biannual reports on the evolution of the project quality (D8.3 to D8.8).

8.7   Discussion of the reports on the evolution of the project quality with the project coordinating team.

8.8   Monitoring and assessment of WP 8.

WP9: Management of resources, processes, and results of the project

Concluded activities:

9.1   Formalization of the project management structure and mechanisms to operationalize the control of compliance with the Grant Agreement and the Partnership Agreement.

The project management structure was formalized: General Assembly, Coordinator and Co-coordinator of the project, Administrative Coordinator, Administrative Co-coordinator, Academic Coordinator, Academic Co-coordinator, Work Package leaders and Technological manager.
The form and periodicity of the meetings (virtual and face-to-face), as well as the mechanisms to operationalize the control of compliance with the Grant Agreement and the Partnership Agreement, were defined.

9.8 Drawing up and signing of the contractual documents for sub-contracts (outsourcing) (D9.1).

During months 2 and 3, P15 UBA drawn up and signed the contractual documents for the four sub-contracts. (D9.1 at month 3).

9.10 Preparation, presentation and discussion of the operative planning for the administrative management of the project.

During month 5, P15 UBA prepared and presented to the partners, and discussed with them, the operative planning for the administrative management of the project.

Quality assurance of the activities carried out:

Project activity	Quality assurance activity
9.1 and 9.2. Formalization of the project management structure and mechanisms to operationalize the control of compliance with the Grant Agreement and the Partnership Agreement Formalization of a network and agreements among the participating HEIs.	➢ Elaboration and distribution among the consortium members of an instruction sheet and schedule for the signature of the Partnership Agreement, guaranteeing the compliance with the deadlines established in the *Guidelines for the use of the grant*.

Deliverables produced:

D9.1: Templates for Reporting.

Ongoing activities:

9.2   Formalization of the Grant Agreement and monitoring of its compliance.

9.3   Administrative management of the required documentation, according to the guidelines of the EACEA.

9.4   Management of the internal and external communication of the consortium.

9.5   Partnership Agreement formalization and monitoring of its compliance.

9.6   Monitoring, assessment and control of the execution of the project activities and the presentation of deliverables.

9.7   Monitoring, assessment and control of the budgetary execution of the project.

9.9   Monitoring and control of the outsourced contracts compliance. Proposal and approval of adjustments.

9.15   Development of the external accounting audit.