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Enhancement of HE research potential
contributing to further growth of the WB region



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Erasmus + Project No 561586-EPP-1-2015-1-RS-EPPKA2-CBHE-JP Enhancement of HE Research Potential Contributing to Further Growth of the WB Region (Re@WBC)

	<h3>WORKPACKAGE 4. QUALITY</h3>
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Ref. No. and Title of Workpackage	4.3-4.4 Re@WBC reporting
Title of Deliverable:	Re@WBC reporting form
Institution:	University of Montenegro
Author/s of the deliverable	Olivera Popovic, Dragana Cvetkovic Ilic
Dissemination Level	Internal

Dear Partners,

Please use this form for the annual report on the progress of WPs within your institutions, as well as for your internal quality assurance procedures.

With best regards,

Re@WBC Project's Steering Committee

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INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP1. Preparation for the HR research management reform	
1.1. Research potential at WBC universities mapped	
Start date	15.12.2015
End date	14.03.2016
Description of the activity carried out	The partners were provided with a detailed analysis of the current state of the HE research potential at WBP universities. To facilitate this process, each of the WBC universities handed in to University of Nis a filled in questionnaire, carefully designed to map all the relevant data (such as the numbers of researchers per research titles, data related to the election procedures and their transparency, data related to career and research centers and Ethical committees, etc.). The results of the analysis served as the starting point for further development of the project activities.
Specific and measurable indicators of achievement	This task has already been completed by the University of Vlora "Ismael Qemali". The questionnaire was filled in with data regarding the number of researchers at UV by title, information about the election procedures, their transparency, research centres, career developments centres and ethics committees. The data along the questionnaire were sent to UNI for further processing of the data for performing the comparative analysis.
Planned results	The data served to prepare the comparative analysis and pave the way to develop an action plan for the successful implementation of the HRS4R strategy along the principles laid down in the Charter & Code for Researchers.

INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP1. Preparation for the HR research management reform	
1.2. Review of HR strategies at EU partners	
Start date	15.12.2015
End date	14.07.2016
Description of the activity carried out	The WB partners learnt from the current HR management strategies at EU universities. Three meetings were organized by the EU universities at which EU experts presented their experience with enhancing the HE research potential and gave useful advice.



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<p>Specific and measurable indicators of achievement</p>	<p>Three visits to EU partners were organized for this purpose, one to Turin (March 2016), one to Liege (April 2016) and another to Coventry (June 2016). Three participants from each WB partner institution participated. In this regard, due to the election period that was on at all Albanian universities during March and April 2016, representatives from UV were unable to participate in the Liege meeting. One UV representative participated in the Turin meeting and three UV representatives participated in the Coventry meeting.</p>
<p>Planned results</p>	<p>UV representatives were introduced to the best practices followed by EU partners for enhancing HR potential, for providing more opportunities for researchers at different career levels, for organizing doctoral studies, for connecting industry with research. Some of these practices have already been taken as examples to write the action plan for HRS4R.</p>



INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP1. Preparation for the HR research management reform	
1.3. Comparative analysis	
Start date	15.12.2015
End date	14.09.2016
Description of the activity carried out	Based on the information presented at the three meetings organized (1.2), a detailed comparative analysis was made by University of Nis, followed by a list of remarks pertaining to the identified gaps, and all the resulting conclusions were distributed to each of the WB partner universities. This was of great help to all the partner universities to gain better insight into the current state of affairs and prepare more adequately for the upcoming project activities.
Specific and measurable indicators of achievement	This task has already been completed by UNI. A comparative analysis with identified gaps was sent to partners. UV received this analysis and drew on it for preparing the action plan for enhancing HR potential at UV.
Planned results	Gaps were identified and these were presented in the action plan along with proposed measures to take for completing these gaps and the persons responsible for each. The action plan was submitted to EU and was also improved following the recommendations of the HR experts.

INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP1. Preparation for the HR research management reform	
1.4. Action plans for HE management reform	
Start date	15.12.2015
End date	14.10.2016
Description of the activity carried out	Each of the WBP universities individually was to design an action plan for HE management reforms, based on the comparative analysis, with the purpose of enhancing the HE research potential, and for the application of HRS4R. The action plans have been presented to the universities' rectorates and consequently adopted.
Specific and measurable indicators of achievement	UV has completed the following in this regard: <ol style="list-style-type: none"> 1. Upon the rector's decision, a work group was set up to work on the action plan, composed of representatives from university management (the rector), the HR sector (expert in marketing and HR), the legal sector (expert in legal issues), the project's contact person, an established researcher and a PhD candidate. 2. The work group has already developed an action plan based on the results from the questionnaire administered at UV, the comparative analysis carried out by UNI, the gaps identified for the purpose of adopting an HRS4R based on the C&C



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	<p>principles.</p> <ol style="list-style-type: none"> 3. The action plan has been presented to the rectorate and adopted. 4. The application for the HR Excellence in research label has been submitted. 5. The Euraxess team has reviewed the application and made certain recommendations. 6. The work group has worked on the recommendations and made all necessary improvements. 7. The application has been resubmitted. 8. UV received a positive answer from the Euraxess team. 9. UV was granted the HR logo.
<p>Planned results</p>	<p>UV was granted the HR logo. The logo is featured on the UV's website. We believe this will increase UV's visibility in the region and wider.</p>



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INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP1. Preparation for the HR research management reform	
1.5. HR offices and centers equipped	
Start date	15.12.2015
End date	14.01.2017
Description of the activity carried out	Suitable equipment is purchased and installed at HR offices and centres and put at the disposal of the CDC staff and researchers, as well as appropriate plagiarism software, which is to be used by Ethical Committee members, supervisors, and reviewers, with the purpose of reducing instances of plagiarism in research that have reached grave proportions in the recent years.
Specific and measurable indicators of achievement	Regarding this task, the following steps have been taken: <ol style="list-style-type: none"> 1. The tendering procedure has been finalized after several calls for bids. The hardware equipment has already been installed in the relevant offices. 2. After some difficulties with the purchasing of the software, UV has finally bought the software.
Planned results	Equipment has been bought, entered into the UV's inventory and made available to CDC staff and researchers. A regulation for the use of the software has been adopted. The software is available for use for dissertations and publications.



INSTITUTION	University of Vlora 'Ismail Qemali' (UV)
WP2. Excellent university for the researchers	
2.1. University centers and HR offices reinforced	
Start date	15.11.2016
End date	14.07.2017
Description of the activity carried out	Concrete bylaws at WBC universities are adopted with the purpose of improving the status of researchers and bringing the university closer to the more developed EU HE institutions, by implementing the principles of the human research strategy. Adoption of these bylaws will regulate the issue of the responsibilities of the existing centers and offices, and enhance them towards better service to researchers. At the same time, the bylaws will ensure sustainability of the project results, being regulations permanently implemented in the university system for the generations of researchers to come.
Specific and measurable indicators of achievement	<p>Bylaws adopted by UV:</p> <ol style="list-style-type: none"> 1. Regulation for a new research centre at the Faculty of Technical Sciences. 2. New organizational structure in accordance with the new bylaws issued by the ministry and in line with its priorities and the principles of C&C. 3. Strategy on continual training of young researchers.
Planned results	New bylaws are expected to regulate the status of researchers and help to make HR offices and research centres more functional and supportive of HR research potential.

INSTITUTION	University of Vlora 'Ismail Qemali' (UV)
WP2. Excellent university for the researchers	
2.2 Administrative staff competences improved	
Start date	15.08.2016
End date	14.12.2016
Description of the activity carried out	<p>36 members of administrative staff (4 persons from each WBP university) were informed about the C&C principles. A starting supposition is that in the WBC region the principles of the code of conduct for researchers and charter for their employers is not well known. We believe that university administration also needs to know more about the rights researchers enjoy in the European academic area since that will motivate them to implement the principles of C&C in their academic communities.</p> <p>For that reason, a training was organized by experienced trainers who improved administrative staff competences in the field of C&C and provided them with necessary skills and knowledge to better and more efficiently handle researchers' career development issues. One</p>



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	<p>of direct outcomes of this work package was a more competent academic staff that would, each at their own universities, get researchers acquainted with and further educated on the implementation of the Charter and Code through the “HR Excellence in Research” process, and generally raise awareness on the matter.</p>
<p>Specific and measurable indicators of achievement</p>	<p>Four representatives from UV participated in this training and got informed about C&C, especially about the administrative support services provided at all three EU partner institutions. The presentations made by EU representatives were followed by Q&A sessions, which were very lively and highlighted the need to reinforce administrative support service at WB partners.</p>
<p>Planned results</p>	<p>More informed admin staff about the C&C principles and especially about what is expected from them to provide in this regard.</p>



INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP2. Excellent university for the researchers	
2.3. University managements educated on the C&C implementation	
Start date	15.08.2016
End date	14.04.2016
Description of the activity carried out	To make the university an excellent environment for the researcher, it is necessary to educate the management about the significance of improving the position of human research potential. It was planned that representatives of the management boards be educated by EU experts on the implementation of the Charter and Code through the "HR Excellence in Research" process at a seminar which was realized in cooperation with the HR experts from the University of Nis. From each university at least 2 representatives of the management boards (the rector and a vice rector) were to participate. They were expected to make themselves better familiar with the principles and benefits of Charter and Code through the "HR Excellence in Research", so that they were readier to give the necessary support to certain project actions, to the realization of which their support is essential (such as adoption of bylaws).
Specific and measurable indicators of achievement	Two university management representatives from each WB partner institution were expected to attend this meeting. Given the exceptional post-electoral situation, the newly elected rector who was officially decreed by the president of Albania the week this activity took place and in the absence of a vice rector (the old one was elected dean of his faculty), two representatives of the highest governing body, the Academic Senate of the University of Vlora (its secretary and a member) were delegated to represent UV in this activity.
Planned results	The UV representatives were informed about the C&C principles, the steps to follow for applying for the HRS4R, about which they informed their university management back home.

INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP2. Excellent university for the researchers	
2.4 HRS4R strategy created and adopted at partner universities	
Start date	15.01.2016
End date	14.10.2017
Description of the activity carried out	Already in the fourth month of the duration of the project, at each of the WB partner universities a work group was formed and charged with the task of designing a HRS4R strategy and presenting it to the Rectorates and Senates. In the initial phase of its work it consulted with the EU partners and UNI, that had already adopted HRS4R, concerning the methodology of adoption of HRS4R, and later on as



	<p>the workgroup designed it, it would actively make use of the comparative analysis (which is planned in 1.3) as well as the experiences of the EU partners related to the problems of overcoming the difficulties that were likely to present themselves during the process. In view of the positive disposition of the rectorates of all the WBP universities towards bringing their universities closer to the highly developed EU universities, it was strongly expected to receive their endorsement for the adoption of the strategy.</p>
<p>Specific and measurable indicators of achievement</p>	<ol style="list-style-type: none"> 1. UV officially endorsed the strategy. 2. The work group was set up. 3. The action plan was developed and approved by the rectorate. 4. The application was prepared in close consultation with UNI and EU partners, more specifically ULg. 5. The application was submitted. 6. The Euraxess team reviewed the application and made some recommendations. 7. The work group worked on the recommendations in close consultation with UNI and ULg. 8. The application was resubmitted. 9. A positive was obtained. 10. UV was awarded the logo.
<p>Planned results</p>	<p>Award of the HR logo after the resubmission of the application with improvements as suggested by the Euraxess team.</p>



INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP2. Excellent university for the researchers	
2.5. Training trainers	
Start date	15.11.2016
End date	14.02.2017
Description of the activity carried out	In order to have a firmly established practice, that will continue to live on also after the termination of the project, of organizing trainings for researchers on various important topics such as researcher methodology, teaching methodology, writing research project proposals, inter-cultural communication, research ethics and entrepreneurship, WBP professors will be appropriately educated by EU experts and will receive proper qualification to conduct such trainings themselves. A total of 4 trainings were organized: those on inter-cultural communications, researcher ethics, writing research proposal were held in Belgrade; those on research methodology were held in Liege; those on soft skills and entrepreneurship were held in Torino; those on teaching methodology and multidisciplinary were held in Coventry. At these trainings 81 researchers were trained in total.
Specific and measurable indicators of achievement	Four trainings have taken place. Two representatives from UV took place in the training at Coventry University in December 2016. Three UV representatives participated in the Belgrade training that took place at the beginning of April 2017, one UV representative participated in the Liege training and two others in the Turin training, which took place both in May 2017.
Planned results	Participating trainers were trained on inter-cultural communications, researcher ethics, writing research proposal, soft skills and entrepreneurship, teaching methodology and multidisciplinary and are eventually acting as trainers to conduct more trainings at their home institution.

INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP2. Excellent university for the researchers	
2.6. Promotion procedures improved	
Start date	15.11.2016
End date	14.07.2017
Description of the activity carried out	Bylaws regulating promotion procedures, which rank among factors of most importance as far as the working of universities is concerned, are improved at WBP universities so as to enable increase efficiency and effectiveness of the promotion procedures. Among the specific measures taken in this respect is designing a common template for evaluation reports. In addition to the usual data requirements (such as published papers, teaching experience, etc.), the common template is to include as mandatory some other currently not



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	<p>evaluated aspects (highlighted strengths and weaknesses of the candidates, co-authorship issues, mobility experiences, professional skills, creativity and independence, public impact and engagement). Also, the average time of diploma recognition process is reduced.</p>
<p>Specific and measurable indicators of achievement</p>	<p>UV carried out the following: -A new administrative sector, the Sector for Academic Promotion and Scientific Publications set up with the purpose to aid the academic staff in preparing the documentation for promotion as well to collect and store all information which regards their progress in terms of academic achievements and achievements. -A new regulation for PhD studies.</p>
<p>Planned results</p>	<p>The Sector is expected to help staff who intend to be promoted prepare all the necessary documents needed for academic promotion in compliance with the new government's bylaw on academic promotion. The new regulation on PhD studies is expected to help young researchers prepare their PhD file with all the required documentation alongside their dissertation.</p>



INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP2. Excellent university for the researchers	
2.7. Plagiarism monitoring tools implemented	
Start date	15.08.2016
End date	14.03.2017?
Description of the activity carried out	Appropriate plagiarism monitoring tools are installed for use by Ethical Committee members, supervisors, reviewers, etc. so as to fight the recent increase of plagiarism partly due to an overproduction of research papers. Through their respective faculties/departments, all researchers are informed about the possibility of using this new feature, and the software is made available for use also to journals published by the WBP universities.
Specific and measurable indicators of achievement	UV carried out the following: 1. Regulation on the use of the software. 2. Use of the software for conference publications.
Planned results	The software is available for use by the responsible bodies at UV.

INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP2. Excellent university for the researchers	
2.8. Ethical committee procedures improved	
Start date	15.08.2016
End date	14.04.2017
Description of the activity carried out	Relevant bylaws are created and adopted with the purpose of rendering more efficient the work of EC, which has so far not proved to be enough satisfactory. A total of 36 members of EC (4 members per each WBP university) are educated, through a training, by EU partners whose rich experience will vouch for its successful completion, so as to improve the quality of work of EC. This will most surely lead to researchers' having better service and receiving a more satisfactory response when it comes to setting right the procedures that they find incorrectly run in some way, or exercising their rights in general, and will ultimately produce a much better working environment in the WBP universities, and also result in having the best of researchers working there.
Specific and measurable indicators of achievement	The following has been completed within this activity: 1. UV and UNIKG have acted as task leaders for this activity. 2. A training with the participation of ethics committee members from WB partner institutions was hosted by UNIKG and organized in collaboration with UV whose team helped



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	<p>prepare the programme, collect presentations from EU speakers and compile the list of participants.</p> <ol style="list-style-type: none"> 3. Reports on ethics committees have been submitted by all partners. 4. UV collected all reports and submitted them to the project coordinator. 5. UV prepared a final report on ethics committees along with remarks and suggestions for improvements made by all partners in their reports. <p>UV has passed a new regulation on ethics.</p>
<p>Planned results</p>	<p>Based on the reports and the suggestions for improvement, UV has passed a new regulation on ethics.</p>



INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP2. Excellent university for the researchers	
2.9. Cooperation with scientific diaspora established	
Start date	15.08.2016
End date	14.10.2018
Description of the activity carried out	Alumni networks are created and expanded and links to them are added on websites at all WBC partner universities, with the goal of increasing career opportunities and improving research quality, and reinforcing cooperation with scientific diaspora, which is undoubtedly of enormous importance in both of the mentioned respects.
Specific and measurable indicators of achievement	<p>UV has completed the following:</p> <ol style="list-style-type: none"> 1. A report has been prepared and submitted to UT, the task leader. 2. UV has already created the Albanian Scientific Diaspora Network upon the Academic Senate's decision in December 2016. <p>UV has:</p> <ol style="list-style-type: none"> 1. An Alumni database available at https://univlora.edu.al/alumni/. 2. UV has created the Albanian Scientific Diaspora Network, https://univlora.edu.al/en/2017/12/13/rrjeti-i-sudiuesve-shqiptare-ne-diaspore/.
Planned results	Strengthened links with the scientific diaspora, increased opportunities for researchers both ways.



INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP3. Excellent researchers for the community	
3.1. Researchers trained on C&C and HRS4R	
Start date	15.12.2015
End date	14.06.2016
Description of the activity carried out	900 researchers (100 per WBP university) are made familiar with the role and significance of C&C and HRS4R through a one-day seminar, that is to be organized at each of the WBP universities, with the intention of raising awareness about the benefits of applying the principles implemented in the strategy.
Specific and measurable indicators of achievement	UV has already organized two seminars on the role and significance of C&C and HRS4R. 47 researchers at different career stages (mostly young) participated in the first seminar (Dec 2016) and 82 in the second (Mar 2017). They were really interested to learn about C&C and HRS4R.
Planned results	Researchers were made aware of the role and significance of C&C and HRS4R, of the opportunities they can get if both university management and the researcher community at large work together towards implementing HRS4R and respecting the C& C principles.

INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP3. Excellent researchers for the community	
3.2. Webpages offer opportunity links	
Start date	15.12.2015
End date	14.10.2018
Description of the activity carried out	Email databases of all researchers are created at all WBP universities and the webpages on the universities' websites offer opportunity links (job vacancies, mobility programmes, project calls etc.). This will contribute to having a more open and easier access of researchers to all the relevant information, and to regularly keeping them posted and on time.
Specific and measurable indicators of achievement	UV has: <ol style="list-style-type: none"> 1. an internal system of information powered by 'univlora.edu.al'. UV already runs an email database (@univlora.edu.al) that is managed by the rector's office. 2. a dedicated space on the website under heading "Njoftime", https://univlora.edu.al/ for job announcements, call for applications, mobility opportunities etc. The announcements are regularly updated. 3. an application 'IOS Univlora' which alerts all announcements posted on the website as soon as they are published that can be made easily available on the mobile phone and computer and notifies



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	the user promptly.
Planned results	More access to important information and career opportunities for researchers and also transparency of procedures and exchange of information.



INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP3. Excellent researchers for the community	
3.3. Young researchers trained on research methodology	
Start date	15.12.2015
End date	14.06.2017
Description of the activity carried out	1800 young researchers (100 per seminar at each WBP university) are trained by WBC lecturers during two two-day seminars on research methodology. This is to have a huge impact on the quality of future research and will thus benefit the whole academic community of the WBP universities.
Specific and measurable indicators of achievement	Completed by UV. A two-day training was organized by representatives of the University of Vlora "Ismael Qemali" in order to inform participants (young researchers, interested academic staff) about research methodology and some particular aspects related to it. 206 participants attended the training, which was organized in two days (5-6. 06. 2017) with two sessions for each day. The training covered different topics like problem solution, creativity, innovation, different types of analyses (SWOT, gap, Cost-benefit, PDCA) etc. The seminar was conceived in an interactive form following a Q&A format.
Planned results	Researchers more informed about research methodology.

INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP3. Excellent researchers for the community	
3.4. Young researchers trained in various skills	
Start date	15.12.2015
End date	14.01.2018
Description of the activity carried out	Through two-day seminars, 225 researchers receive training by EU partners' experts in the following subjects: Project management; Writing research project proposals; Inter-cultural communication; Research ethics; Entrepreneurship. The researchers working in WBP universities do not currently have the opportunity to be exposed to these topics in a systematic manner, and are thus deprived of all these skills, which are without any doubt of large importance for their professional development.
Specific and measurable indicators of achievement	Completed by UV. A two-day training took place at the University of Vlora "Ismael Qemali", which aimed at training young researchers in various skills primarily related to writing and managing research projects in order to obtain funding and other writing skills for increasing chances for employment. The trainers were Eleonora Pione and Lorenzo Comberti from the Politecnico di Torino, Italy and



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	<p>Isabelle Halleux from the University of Liege, Belgium. 64 participants (young researchers, interested academic staff) attended the first day of the training and 63 participants attended the second day of the training. The training covered different topics like Communication skills for EU projects, CV writing, communication issues with prospective employers, project writing, project managements, ethics etc. The participants were very interested in the training and suggested that more similar activities be organised.</p>
<p>Planned results</p>	<p>More informed researchers about Project management; Writing research project proposals; Inter-cultural communication; Research ethics; Entrepreneurship.</p>



INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP3. Excellent researchers for the community	
3.5. Training on teaching methodology	
Start date	15.12.2015
End date	14.01.2018
Description of the activity carried out	1800 members of the Junior teaching staff (100 per seminar at each WBP university) are trained during two one-day trainings in Teaching methodology. The trainings are intended to facilitate the start of teaching careers to the just elected assistant professors and give them appropriate support.
Specific and measurable indicators of achievement	A one-day training took place at the University of Vlora "Ismael Qemali" in the framework of work package 3 (activity 3.5) and aimed at training young researchers on teaching methodology. 82 participants (young researchers, MA students primarily) attended the training. The training covered different topics like models of teacher learning, the role/functions of the trainer, teaching/reasons for learning, stages of the teaching process, learning outcomes etc.
Planned results	More informed junior teaching staff about teaching methodology.

INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP3. Excellent researchers for the community	
3.6. Pilot Mentoring system introduced	
Start date	15.12.2015
End date	14.10.2017
Description of the activity carried out	Pilot mentoring system is created, and tested at least at one faculty (department) of each WBP university, with the purpose of aiding the newly promoted assistant professors to better respond to new responsibilities. This is intended as a possible response to the need of the junior teaching staff to continue receiving help and guidance from their supervisors after the completion of their PhD studies, given that this is precisely the moment that is crucial to a successful continuation of their careers.
Specific and measurable indicators of achievement	Completed by UV. Two established scholars, external members of the UV staff, have been appointed as mentors. Their role and tasks have already been defined by decision of the UV Academic Senate and they are already carrying out activities (mainly informative seminars) to help junior staff and young researchers too to advance in academic career.



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Planned results

More encouraged and supported junior teaching staff for advancing in their career.



INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP3. Excellent researchers for the community	
3.7. Measures for enhancement of multidisciplinary in research	
Start date	15.12.2015
End date	14.01.2018
Description of the activity carried out	Motivated by a general lack of multidisciplinary in research in WBP universities, a workshop is organized for 50 participants at each of WB partner university to demonstrate the benefit of multidisciplinary approaches, with specific case studies of a poor and profitable research, at which also the example of the University of Nis, where a Scientific Council for Multidisciplinary Studies has been established, is offered to the remaining WBC partners.
Specific and measurable indicators of achievement	<p>For this activity UV carried out the following:</p> <ol style="list-style-type: none"> 1. A workshop was organized on 25.06.2018. Materials have already been published on the Re@WBC website. 2. Multidisciplinary in research was considered an important part to increase the awareness of when it comes to young researchers, so it was included in the strategy for the continual training of young researchers. (See attached document 'Strategy on continual training..') 3. Starting a multidisciplinary journal in English as one of the items in the post-accreditation action plan. (See attached document 'Action plan')
Planned results	More informed researchers about the multidisciplinary approaches.

INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP3. Excellent researchers for the community	
3.8 Guide book published	
Start date	15.12.2015
End date	14.04.2018
Description of the activity carried out	A guidebook in English is prepared and published, with the purpose of helping young researchers at the starting point of their careers, containing answers to many typical questions related to publishing their first paper, browsing scientific journals' databases, SCI lists, citation indices and impact factors, participation in scientific conferences etc.



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Specific and measurable indicators of achievement	<p>UV was assigned chapter 7. Two UV staff members have already worked on this chapter. The chapter was submitted to UNIKG in July 2017. The revised version of the chapter after some small suggestions made by UNIKG were reflected was submitted in October 2017.</p> <p>The guidebook has been published and introduced to young researchers at UV. Free copies were given to them during the promotion and dissemination event organized for this purpose. The remaining copies were entered in the UV's library inventory.</p>
Planned results	<p>The book will help young researchers with several aspects of research, like PhD thesis preparation, research proposal preparation, ethics, publication etc.</p>



INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP4. Quality at Re@WBC	
4.1. Quality Assurance Committee (QAC) established	
Start date	15.12.2015
End date	14.01.2016
Description of the activity carried out	Re@WBC QAC will consist of 5 members representing five partner institutions: University of Nis, University of Montenegro, University of Liege, University of East Sarajevo, University of Tirana.
Specific and measurable indicators of achievement	The QAC was established and approved of during the kick-off meeting that took place in Nis in December 2015.
Planned results	The first QAC meeting took place in Podgorica on 23-25 March 2017.

INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP4. Quality at Re@WBC	
4.2. Project quality procedures developed	
Start date	15.12.2015
End date	14.06.2016
Description of the activity carried out	Re@WBC will develop relevant documents and templates necessary for efficient project development. In the first place, it is necessary to create a Financial Management Guide (FMG) to help all partners with the most sensitive issue of budget management and harmonize all financial practices of the partners. Besides the FMG, various templates will be designed to further facilitate all procedures related to activities leading to staff costs and travel costs.
Specific and measurable indicators of achievement	UoM created the following documents: 1. Quality Control and Monitoring Manual 2. Financial Management Guide 3. Dissemination and Exploitation Management 4. Templates to be used for all the procedures related to the project activities.
Planned results	UV uses the manual, the guide and all templates for reporting to the project coordinator for all its carried out activities.



INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP4. Quality at Re@WBC	
4.3. WP reports	
Start date	15.10.2015
End date	14.10.2018
Description of the activity carried out	Regular reporting on the progress of all WPs is compulsory. It is planned that each lead partner organizes the writing of these reports at regular intervals. This sort of internal monitoring is very useful since it precludes significant delays in the realization of WPs and makes the lead partners perform a sort of SWOT analysis which gives a clear picture about the progress made and gaps that need to be attended to. Self-evaluation reports are an indicator of project quality.
Specific and measurable indicators of achievement	UV has regularly submitted reports requested by the WP leaders and the project coordinator.
Planned results	Project quality is ensured.

INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP4. Quality at Re@WBC	
4.4. Annual QA reports	
Start date	15.10.2015
End date	14.10.2018
Description of the activity carried out	It is assumed that all partners, regardless of the fact whether they have the role of WP leaders or not, provide annual reports on their achievements so far. These annual reports will sum up the progress in the given period, and allow QAC to get a clear picture of the realisation of the project. If there are any discrepancies between the Workplan and the realised activities, QAC will react timely and prevent further delays.
Specific and measurable indicators of achievement	UV has regularly submitted annual reports on the activities carried out so far.
Planned results	Project quality is ensured.



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INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP4. Quality at Re@WBC	
4.5. Reports analysis	
Start date	15.10.2015
End date	14.10.2018
Description of the activity carried out	One of the roles of QAC is to analyse regular reports by all WP leaders and annual reports delivered by all partners. This step is necessary in order to prepare an action plan for the remedy of all problems possibly identified in the reports. The conclusions made by QAC are compulsory for all project partners. We believe that annual reporting is sufficient for good monitoring of the dynamics of the project.
Specific and measurable indicators of achievement	UV will submit its final annual report within the set deadline. Deliverables and expected results will be described as closely as possible.
Planned results	Further suggestions for improvement will be obtained.

INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP4. Quality at Re@WBC	
4.6. External monitoring	
Start date	15.10.2015
End date	14.06.2017
Description of the activity carried out	Besides regular internal monitoring reports on the progress of all WPs, and in line with the requirement for external monitoring, an external expert in the field of EACEA project evaluation will be sub-contracted. His task will be to review all documents produced in the first half of the project and pass comments and suggestion for their improvement. Also, he will inspect all supporting documents for possible mistakes and errors. Further, reviewing the Workplan the expert will identify all delays and omissions in the realisation of project activities, and point them to the QAC and Consortium for correction.
Specific and measurable indicators of achievement	Two monitoring visits were organized at the University of Vlora, one on 7-8 July 2016 and another one on 29 June 2017, with the participation of representatives of NEO and the UV team.



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Planned results

Issues were addressed and the general outcome was positive.



INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP5. Dissemination and exploitation at Re@WBC	
5.1. Project web-site created and regularly updated	
Start date	15.10.2015
End date	14.10.2018
Description of the activity carried out	Project website is created, intended for posting all project promotion materials, training materials, seminar presentations and other project materials. Making the materials publicly available, is part of ensuring a sustainable and effective dissemination process. Likewise, at each of the partner universities' websites a Re@WBC web page is created with a similar purpose.
Specific and measurable indicators of achievement	UV regularly informs the project coordinator about the activities it has carried so far within the project and provides all necessary inputs and information for publication on the Re@WBC website. A link to the Re@WBC website is featured on UV's website at https://univlora.edu.al/.
Planned results	Ongoing updating of information about all project activities and deliverables are available on the Re@WBC website.

INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP5. Dissemination and exploitation at Re@WBC	
5.2. Promotional material distributed	
Start date	15.10.2015
End date	14.08.2018
Description of the activity carried out	Appropriate project promotional material is designed and distributed to all researchers, through which they are regularly kept posted on current project activities. Of particular importance are carefully designed booklets that are published at the beginning of the project and distributed to researchers through their faculties/departments, the purpose of which is raising awareness for the role and significance of implementing HRS4R.
Specific and measurable indicators of achievement	UV participants in the activities within the project have received promotional material for use during the organized meetings and have kept it for promotional use back home, for example during the monitoring visit, during the seminar, and the project's promotion day. UV has also received promotional material from UNI and has distributed it during the dissemination activities organized by UV.
Planned results	UV will constantly play its role in promoting the project.



INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP5. Dissemination and exploitation at Re@WBC	
5.3. Project results disseminated	
Start date	15.10.2015
End date	14.10.2018
Description of the activity carried out	Various events are planned to be organized as part of the project dissemination process. Appearances in media are also planned, through which the awareness of the general public is raised for the importance of implementing HRS4R.
Specific and measurable indicators of achievement	<p>UV has already organized several promotion days. The first took place on 1 October 2016 within the presentation of the RRI tools in Vlora, Albania.</p> <p>The second was a collaboration of UV and UNI and took place in Liege, on 11 May 2017.</p> <p>The third one took place in Nis on 16 May 2017 within the framework of DICE, a project coordinated by DAAD.</p> <p>The fourth promotion day took place within the ASSE conference on 8-10 June 2017, Vlora, Albania.</p> <p>The fifth took place on 9 September 2017, Vlora, Albania within the 'Mapping Balkan routes: literary, cultural and linguistic landscapes' international conference on Balkan Studies</p> <p>2 November 2017, Dissemination of project results and promotion of HRS4R to UV young researchers, University of Vlora "Ismael Qemali", Vlora</p> <p>9 May 2018, Promotion of Re@WBC project at EU Village in the framework of the activities during the Europe Week 2018</p> <p>30 May 2018, Promotion of Re@WBC project at the Third International Conference "Language, Culture and Community: 21st century perspectives"</p> <p>21.12.2018, A promotional event for the presentation of the book Academic Guidebook for Young Researchers was organized at the University of Vlora "Ismael Qemali", which took place on 21.12.2018 in Vlora.</p>
Planned results	UV seeks to organize promotion days and also trigger other events to promote the project.

INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP5. Dissemination and exploitation at Re@WBC	
5.4. The label "HR Excellence in Research" obtained by a number of WB partner universities	



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Start date	15.10.2015
End date	14.06.2018
Description of the activity carried out	"HR Excellence in Research" label is obtained by a number of WBP universities. This will presumably boost future enhancement of the HR potential, and take the universities up a level closer in that respect to the highly developed European universities.
Specific and measurable indicators of achievement	UV has received positive feedback for its resubmitted application after the improvements following the recommendations by the Euraxess team were made. UV has been granted the HR logo.
Planned results	UV obtained the label after resubmitting the application.



INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP5. Dissemination and exploitation at Re@WBC	
5.5. Establishment of awards for young researchers	
Start date	15.10.2015
End date	14.07.2017
Description of the activity carried out	Precise award criteria are to be created and adequately formulated bylaws concerning the system of awards are to be adopted, in order to stimulate and motivate young researchers (prizes, promotional events, grants etc.), with a tendency of further continuation of this practice, possibly leaving Career Development Centers in charge of it.
Specific and measurable indicators of achievement	UV adopted an action plan to respond to the recommendations given by the external evaluators. The action plan was developed very much in line with the C&C principles and the aims and goals of Re@WBC. Among other things, the action plan, under the heading that regards research provisions the awarding of an annual grant to the researcher who proves to have carried out the best research project/publication.
Planned results	More inspired and motivated young researchers.

INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP5. Dissemination and exploitation at Re@WBC	
5.6. Mentoring system adopted	
Start date	15.10.2015
End date	14.10.2018
Description of the activity carried out	The Mentoring system is endorsed by the universities' management boards and made mandatory by installing appropriate bylaws. We firmly believe that the management boards, already having recognized a need for installing such a system, will readily embrace the adoption of these bylaws.
Specific and measurable indicators of achievement	Academic Senate decided to detail the role of the two external mentors with a special decision (bylaw-Academic Senate's Decision no. 66, date 13.06.2017) and to include mentoring as a chapter in the Strategy on Continual Training of Young Researchers to ensure that the mentoring system is properly adopted by all its four faculties.
Planned results	More encouraged young researchers for advancing in their careers.



INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP5. Dissemination and exploitation at Re@WBC	
5.7. Strategy on continual training of researchers adopted	
Start date	15.10.2015
End date	14.04.2018
Description of the activity carried out	A university strategy on continual training of young researchers on research methodology and professional skills is created and adopted, entrusting the CD centers with the organization of these trainings. This is a natural response to generally accepted opinion in the WBP universities that continual training of young researchers is necessary in order to maintain the quality of research and increase the production rate of new results.
Specific and measurable indicators of achievement	The strategy has been adopted by UV.
Planned results	Sustainability of project results will be ensured.



INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP6. Management at Re@WBC	
6.1. Kick-off and coordinating meetings realised	
Start date	10.12.2015
End date	14.10.2018
Description of the activity carried out	At the project kick-off meeting, held at UNI, the coordinator presented the project activities and ideas to the Consortium representatives so that every detail was clear and transparent to all the participants. Relevant internal documents were adopted. The project management bodies responsible for the complete management of the project realization were set up (SC, WP lead organisations, QAC, PCB, etc...). The reports on the results of the meeting were posted on the project website. Second coordination meeting was held at the University of Belgrade, in December 2016.
Specific and measurable indicators of achievement	Two representatives of UV attended the kick-off meeting and gave 1 presentation on UV. The contact person for UV has also regularly participated in all coordinating meetings that have so far taken place.
Planned results	Proper project management is ensured.

INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP6. Management at Re@WBC	
6.2. Procedures for project management	
Start date	15.10.2015
End date	14.06.2016
Description of the activity carried out	In the course of project realisation, relevant documents, standards and protocols were to be adopted and relevant decisions are to be passed at regular meetings of the project management bodies and at coordination meetings to facilitate project realisation. These documents, standards and protocols are to define how the project is to be carried out, monitored and controlled. They will definitely contribute towards successful realisation of project management as well as the realisation of project activities because misunderstandings will be prevented, and all activities made more efficient. All procedures for project management were to be prepared and adopted by mid-June 2016 at the latest.



<p>Specific and measurable indicators of achievement</p>	<p>UV takes the following measures for ensuring quality control and management of activities within Re@WBC:</p> <ol style="list-style-type: none"> 1. It strives to complete its tasks in a timely manner. 2. It keeps regular correspondence with the project coordinator about the successful realization of the project activities. 3. The UV contact person works in close consultation with the university management (the rector) to decide on the participants for each project activity. <p>All the documents regarding the activities, the tasks completed, the travels made, etc. are collected. All original supporting documents suggested by the agency are submitted to the university's Finance Office. Copies are scanned, signed and stamped and uploaded regularly onto the platform. Duly signed and stamped copies of these documents are then mailed to the project coordinator.</p>
<p>Planned results</p>	<p>Proper project management is ensured.</p>



INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP6. Management at Re@WBC	
6.3. PA signed	
Start date	15.10.2015
End date	14.10.2016
Description of the activity carried out	<p>The practice of signing Partnership Agreements (PA) has proven most useful in the light of all the differences in institutional practices even within one country, let alone between the countries in the WBC region or between the WBC region and EU partners. PA should be signed between the grantholder institution (UNI) and each Consortium member. PA will comprise the following headings:</p> <ol style="list-style-type: none"> 1. Subject of the partnership agreement 2. Duration of the agreement 3. Payment of funds and modalities 4. Irregularities and repayment of funds 5. Management of project and consortium decision-making modalities 6. Specific obligations of the coordinator 7. Specific obligations of the Partner 8. Obligations of the Coordinator and the partners 9. Accounting, record-keeping and reporting 10. Intellectual property 11. Audits 12. Information and publicity 13. Changes in the project partnership 14. Language 15. Conflict resolution 16. Competent and applicable law 17. Other provisions 18. Termination
Specific and measurable indicators of achievement	Completed by UV within the first months of the project lifetime.
Planned results	Both UV and UNI keep to the provisions laid down in the PA.

INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP6. Management at Re@WBC	
6.4. Software platform for project management	
Start date	15.10.2015
End date	14.10.2018



<p>Description of the activity carried out</p>	<p>Re@WBC developed an internet software platform to improve project management. Besides the website as the public place available to all interested parties who would like to get information about the project, the management platform is a useful internet tool available to the Consortium for on-line management. The purpose of the platform is to allow better communication between different project partners and to secure more efficient management of the project activities. All project documents are and will be uploaded on the platform and selectively available to project management bodies provided with passwords. The grantholder will have access to all parts of the platform. Electronic versions, either in Word, PDF or Excel formats, of all supporting documents will be stored there for safe keeping and inspection.</p>
<p>Specific and measurable indicators of achievement</p>	<p>UV regularly uses the platform to upload all necessary internal documentation.</p>
<p>Planned results</p>	<p>Regularly uploaded required documentation onto the platform.</p>



INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP6. Management at Re@WBC	
6.5. Day-to-day coordination	
Start date	15.10.2015
End date	14.10.2018
Description of the activity carried out	Communication is a key to successful management and efficient project realisation. With this in view, day-to-day coordination activities will allow communication, record keeping, information dissemination, etc, at all levels, from WP teams to the Consortim as a whole. Coordination is done in the most optimal way on a daily basis to ensure that the project realization is successful, anticipating and preventing possible difficulties. The key persons in the communication flow will be the project coordinator, the members of the SC, and the leaders of WPs.
Specific and measurable indicators of achievement	UV keeps ongoing, regular and transparent communication with the project coordinator.
Planned results	UV are convinced that communication is key to successful implementation of the project and will strive their best to do so.

INSTITUTION	University of Vlora 'Ismael Qemali' (UV)
WP6. Management at Re@WBC	
6.6. Financial management	
Start date	15.10.2015
End date	14.10.2018
Description of the activity carried out	<p>The most important management document is the Financial Management Guide which regulates financial transactions between partners. It consists of the following chapters:</p> <ol style="list-style-type: none"> 1. Financial reporting and exchange rates 2. Budget headings (eligible costs, supporting documents, maximum rates) 3. The Project management platform and availability of financial documents of all partners 4. EACEA documents related to sound project financial management <p>The FMG is drafted in collaboration with the Consortium members and after being adopted is distributed to all partners. When all other information related to the documents, standards and protocols were developed for the purpose of the project management, they were</p>



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	<p>posted on the website. It helps efficient and systematic book-keeping which will greatly facilitate writing mid-term and final reports.</p>
<p>Specific and measurable indicators of achievement</p>	<p>UV sticks to the guide for proper financial management of project activities. All supporting documents are safely kept by the UV Finance Office. Copies are duly signed, scanned and uploaded onto the platform and eventually mailed to the project coordinator.</p>
<p>Planned results</p>	<p>Transparent and correct financial management.</p>



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<p>INTERNAL QUALITY ASSURANCE PROCEDURES</p>	<p>UV takes the following measures for ensuring quality control and management of activities within Re@WBC:</p> <ol style="list-style-type: none"> 1. It strives to complete its tasks in a timely manner. 2. It keeps regular correspondence with the project coordinator about the successful realization of the project activities. 3. All reports on realized activities, progress of the project are submitted in due time. 3. The UV contact person works in close consultation with the university management (the rector) to decide on the participants for each project activity. 4. All the documents regarding the activities, the tasks completed, the travels made, etc. are collected. All original supporting documents suggested by the agency are submitted to the university's Finance Office. Copies are duly scanned, signed and stamped and uploaded onto the platform and then mailed to the project coordinator.
<p>REPORT PREPARED BY</p>	<p>Armela Panajoti, Bledar Toska</p>
<p>DATE</p>	<p>31.03.2019</p>