



Project title: Developing Student Career Services in Georgia (acronym – CASEDE)

Project number: 530566-TEMPUS-1-2012-1-LT-TEMPUS-SMGR (2012-3045/001-001)

Project WP1: Preparation for Management and Administration

TEMPUS CASEDE PROJECT QUALITY EVALUATION PLAN

PURPOSE OF THE DOCUMENT

The objectives of the Quality Evaluation Plan are the following:

1. To ensure that quality requirements of the Project are met;
2. To ensure that the Project deliverables comply with the application and the Agreement;
3. To document or reference the procedures, guidelines and methods to be applied;
4. To ensure that Georgian higher education institutions are prepared to sustain and further develop the results prepared during the Project period.

A detailed description of the document is provided in the following structure:

- **Part I. General organizational principles.** This part describes general working principles, Project management structure and key responsibilities of all the Project partners; procedures and tools, which will be used to ensure the quality of the organization of Project activities.
- **Part II. Quality evaluation.** This part covers quality evaluation methodologies. Key quality evaluation procedures are described and an explanation is provided on how they will be used during the Project implementation period;
- **Part III. Risk management.** In this part of the document risk management methodology and procedures are presented. Risk management methodology is used to identify key Project risks and measures to manage the risks.

PART I. GENERAL ORGANIZATIONAL PRINCIPLES

There are 12 partners from the EU as well as Georgia participating in this Project:

EU:

1. Vilnius University, Lithuania;
2. Corvinus University of Budapest, Hungary;
3. University of Essex, United Kingdom;
4. Ernst & Young Baltic, Lithuania.

Georgia:

1. Samtskhe-Javakheti State Teaching University (Akhaltsikhe State Teaching University);
2. International Black Sea University;
3. Ivane Javakishvili Tbilisi State University;
4. Shota Rustaveli State University;
5. Shota Meskhia State Teaching University of Zugdidi;
6. Telavi Iakob Gogebashvili State University;
7. University of Georgia;
8. Ministry of Education and Science of Georgia.

The total duration of the Project is 24 months. The activities of the Project are organized in WPs. In total there are 11 WPs, which cover several different activities and deliverables essential for developing career services in Georgian higher education institutions. As defined in the Agreement, the activities of the Project started on the 15th of October 2012.

I.1. Project organizational structure

Throughout the Project each partner will have different roles in different WPs. The general scheme for Project activities management in each WP is provided in Figure 1.

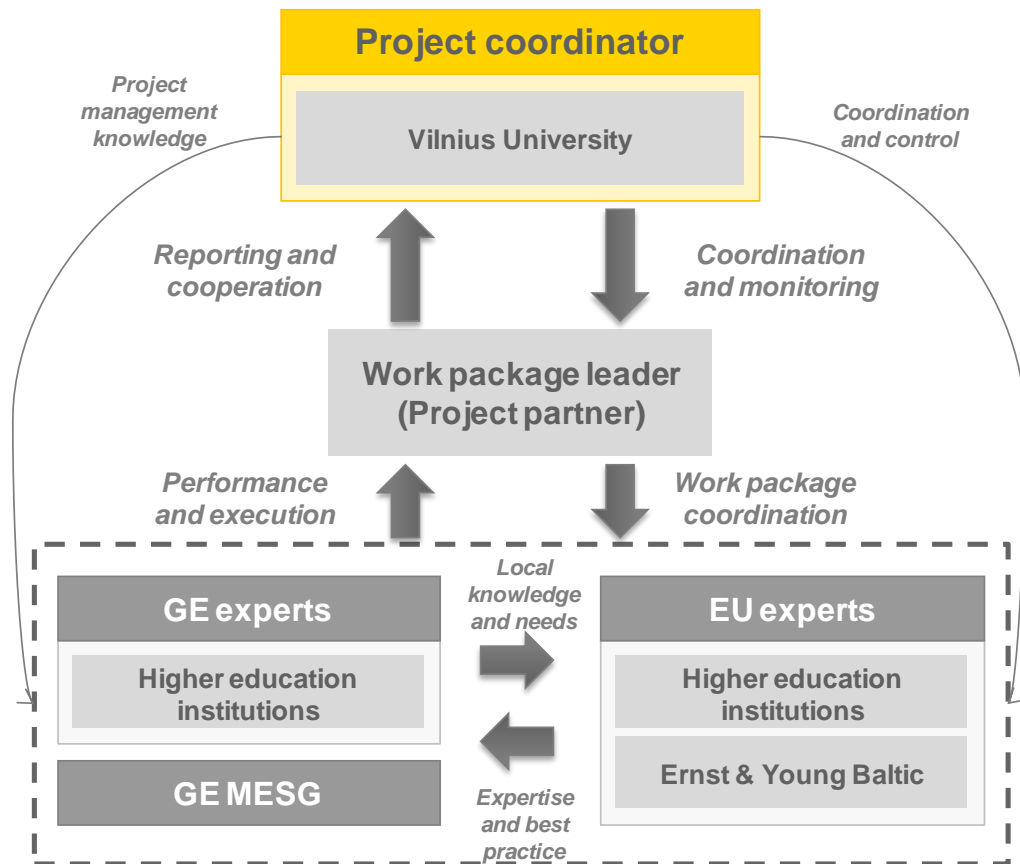


Figure 1. Work package organization

The leader of each WP will be different Project partner institution from EU or Georgia. The activities of each WP will always involve experts from EU higher education institutions and experts from several Georgian higher education institutions. As the Project is focused on best practice and knowledge transfer, the responsibilities are distributed in a way that all Georgian partner institutions participate in at least one WP as experts. Ernst & Young Baltic (hereinafter, Internal Project Evaluator) is a partner mainly responsible for quality evaluation, though it will delegate experts for the preparation of deliverables in WP2 and WP5. Vilnius University as Project coordinator will also take part in all WPs. Key responsibilities of each partner in each WP are provided in Appendix No 1 - "Responsibilities of partners".

I. 2 Working principles

During the Project period the following general principles will be applied:

1. All participating parties are working based on goodwill;
2. Documents are prepared and communicated in English, only final versions (where necessary) will be translated into Georgian;
3. Cooperation is a key principle of organizing work between the partners;
4. All parties are committed to reach the results defined in the Agreement.

The Project coordinator will maintain regular contact with WP leaders and WP experts in addition to the planned Project meetings. WP leaders will be obliged to report on their WP at every expert group meeting, thus ensuring the progress of the work.

During the Project implementation period several different types of meetings will be held:

1. **Annual meetings.** 3 meetings will be organized during the Project:
 - 1.1. **Kick off meeting.** This meeting will be organized to approve the overall planning and scheduling of the 1st year Project activities, recall responsibilities of each partner and assign tasks, approve the financial rules for the management of the grant, approve the procedures for evaluation of the Project activities, outcomes and achievements during the Project life, have a common understanding of what is expected to be done during the 1st year of the Project;

- 1.2. **Project progress meeting.** This meeting will be organized in order to perform the overall planning and scheduling of the 2nd year Project activities and common understanding of what is expected to be done during the 2nd year of the Project, to discuss the internet-based survey for data collection from the Career staff who will provide the pilot CES to students, to discuss an internet-based survey for data collection from the students who will attend the pilot Career education trainings.
- 1.3. **Final meeting.** After two years the Final Project Meeting will be organized to discuss the Final Project Report, which is one of the contractual obligations of the TEMPUS regulations.
2. **National Discussions.** The purpose of the National Discussions is to discuss and agree on the Project deliverables among all HEIs of Georgia. The National Discussions will involve not only Project partners, but also MESG, National Center for Educational Quality Enhancement (thereby – NCEQE) and all other HEIs of Georgia, which are willing to participate in order to provide feedback to the Project deliverables. Those discussions will be facilitated by the experts of the WP, in which the above mentioned deliverables were prepared. After each National Discussion the WP experts will correct the deliverable according to the comments. Following the approval of deliverable from Georgian HEIs, MESG together with NCEQE will adopt it in higher education system of Georgia. Adoption will be executed by preparing recommendations and assistance for Georgian HEIs during the implementation period.
3. **Expert group meetings.** The purpose of these meetings is to discuss the deliverables, which are being prepared in a particular WP. Usually preparation of one deliverable will require at least 3 expert meetings: to plan the activities and distribute the responsibilities; to discuss the draft version; to make the final amendments and to prepare the final version.

The typical flow of preparation of the deliverable in a WP will be as follows:

1. Initial expert group meeting is organized to discuss the key principles for deliverable preparation. Afterwards, the tasks are divided among the experts;
2. Experts prepare their parts at their home institution. Constant communication among WP experts is maintained;
3. The second expert meeting to discuss the draft version of deliverable is organized. WP experts discuss potential adjustments and distribute the tasks;
4. Experts correct and adjust their parts at their home institutions. Constant communication among WP experts is maintained. WP leader assures that the deliverable is adjusted properly and finalized;
5. The finalized version of the deliverable is sent to all partners of the Project for feedback. If the deliverable is used at the national level, a national discussion is organized. The WP experts facilitate the national discussion in order to receive feedback from all stakeholders (all higher education institutions in Georgia and MESG);
6. A third expert meeting is organized (in case of national discussion, it is organized next day after discussion). During this meeting experts discuss the final version of the deliverable and the comments (including comments received during the National discussion) they have received, make necessary corrections and decide on the next steps;
7. WP leader assures that the deliverable is in the final version and ready for distribution. Subject to permission from Project coordinator, the deliverable is uploaded to Project website and/or distributed to other higher education institutions in Georgia.

I.3. General rules for Project deliverables preparation, review and comments of the minutes

Review and reconciliation of Project deliverables will follow these main rules:

1. “5 days rule” – applies to the review, analysis and comments on deliverables. It means reviewing Project partners have 5 days to submit comments after receiving the deliverable from Project coordinator or WP leaders;
2. “5 days rule” – applies to the assessment of comments and making corrections of Project deliverables. The document preparers have 5 days to make corrections and finalize the deliverable after the comments are received;
3. If comments are essential for the Project deliverable and change its structure, the WP leader and WP experts may agree on other dates;
4. Project partners have to provide comments on the draft version of the deliverable in written form (see Appendix No 2);
5. Only one deliverable review form can be provided from each Project Partner institution. The filled deliverable form must be submitted by the Partner’s institutional coordinator;
6. If there are no comments given within 5 days or another term defined by the WP leader or Project coordinator, it is considered that Project partners agree on the deliverable;
7. If comments are submitted in time and in an appropriate form, WP experts make adjustments in 5 days or within another agreed time not later than seven days prior to the closest expert group meeting.

Review and reconciliation of the minutes of Project expert group meetings/National Discussion will follow these main rules:

1. Project coordinator or WP lead is responsible for the preparation of the minutes of expert group meeting/National Discussion;
2. Minutes of the expert Group Meeting /National Discussion has to be prepared and submitted to other Project partners within 5 working days;
3. Project partners have 3 working days to review and submit comments on the minutes of the expert group meeting/National Discussion;
4. The author of the minutes of the expert Group Meeting/National Discussion has 2 working days to amend the minutes;
5. Project partners, who comment on the Expert Group Meeting/National Discussion, ought to provide their comments in a written form;
6. If no comments are given within 3 working days, it is considered that the Project partners agree on the deliverable.

Part II. QUALITY EVALUATION

Quality evaluation will cover the following tasks:

- I. Evaluation of Project activities and deliverables:
 - 1) Evaluation of Project activities and deliverables;
 - 2) Evaluation of Project organizational activities.
- II. Assessment of readiness to sustain Project results and the success of a structural project implementation:
 - 1) Evaluation of measures taken to support the long term policies for career education reform in Georgia (national level);
 - 2) Evaluation of measures taken to integrate Project deliverables into Georgian Partner HEI policies (institutional level).

Procedures described in this document will be carried out throughout the life cycle of the Project and are a part of work package 11 - "Quality and Evaluation".

II. 1. Evaluation of Project activities and deliverables

This part will be carried out within the time frame of the Project. Project activities will be evaluated periodically to see the progress of the Project and to ensure the successful implementation of these activities by assessing if the agreed deliverable of the particular Project activity was prepared according to the defined requirements. In this part two types of quality evaluation will be performed: internal quality evaluation and external quality evaluation.

Internal quality evaluation of the Project. This responsibility will be carried out by Internal Project Evaluator. In order to perform internal quality evaluation Internal Project Evaluator will:

1. Supervise implementation of the decisions described in the minutes of expert group meetings;
2. Participate in the national discussions in order to assess the quality of organization and progress of Project activities;
3. Prepare quarterly progress monitoring reports (including risk management plan);
4. Evaluate annual progress and final Project progress. Two reports (annual and final) will be prepared to complete these tasks.

The following measures will be used for internal quality evaluation:

1. Evaluation of Expert group meetings organization:
 - 1.1. After each expert group meeting Internal Project Evaluator will electronically distribute a questionnaire (see Appendix No 3) among WP experts, who have participated in the meeting. Meeting participants will have to evaluate the quality of meeting organization, i.e. how the hosting partner organized the whole event (catering, schedule, facilities, etc.);
 - 1.2. Internal Project Evaluator will collect the results of the distributed questionnaire and analyze them in order to provide key recommendations for the improvement of meeting organization and to distribute those recommendations to the WP leader, Project coordinator and hosting partner.
2. Evaluation of National Discussions organization:
 - 2.1. Internal Project Evaluator will participate during all National Discussions to evaluate how it is organized. Internal Project Evaluator expert will take the notes on the organization of the National Discussion and if the goals of the event have been reached. Afterwards, an online survey will be distributed to all participants of the National Discussion (see Appendix No 3);
 - 2.2. Internal Project Evaluator will collect the results of the distributed questionnaire and analyze them in order to provide the key recommendations for the improvement of the National Discussion organization. While preparing these recommendations the results of personal observations will also be taken into consideration;
 - 2.3. The recommendations will be distributed to the Project coordinator and the host partner.

3. Project progress reports preparation:
 - 3.1. Every quarter a progress monitoring report (see Appendix No 4) will be prepared. This report will include the overall progress summary, Project risks and suggestions for risk management. Risk management plans will be discussed periodically with the Project coordinator and WPs lead institutions;
 - 3.2. Progress report will be presented to the Project coordinator and distributed to all Project partners.
4. Annual progress evaluation and final evaluation of the Project. Annual Project Report will include the Project progress after one year and the Final Report will provide the evaluation of the overall progress of the Project. Annual Project Report will be discussed, finalized and approved during the Project internal monitoring meeting. The Final Project Report will be discussed, finalized and approved during the final Project meeting. Before these meetings all partners will be invited to express their views on the various items of the annual and final Project reports.

External quality evaluation. External evaluations of the Project and the financial audit of the Project will be performed by third parties. The services of third parties will be obtained according to the tendering rules of Tempus IV projects and local tendering legislation. External quality evaluation will consist of the following tasks:

1. An independent expert will be asked to evaluate the quality of the deliverables produced in the WP2, WP3, WP4 (questionnaires) and WP9. The external evaluator will produce 5 external evaluation reports (see Appendix No 5). Reports will be reviewed and discussed with the Project coordinator and WPs lead institutions.
2. Financial audit. Financial auditing services will be purchased from an external financial audit company for the evaluation of the Project finance management and audit of the financial statements.

II.2. Assessment of readiness to sustain Project results and the success of a structural project implementation

An assessment of readiness to sustain Project results and the success of a structural project implementation at both national and institutional level will be performed according to the following procedures:

National level

1. Project expert group prepares a Project deliverable, which will be implemented and disseminated at the national level.
2. After finalizing and approving the deliverable, a questionnaire (see Appendix No 6, Table "Questionnaire for evaluation of how Project deliverables support the long term policies for career education reform in Georgia") in electronic form is distributed to the Ministry of Education and Science of Georgia.
3. Ministry of Education and Science of Georgia prepares and fills in the action plan for the adoption of the Project deliverable into higher education system at the national level. The Ministry of Education and Science of Georgia will identify the measures which are necessary to provide conditions for career education services development in Georgia (e.g. provide Project deliverables, which have been approved by the Georgian partner institutions, as recommendations for non-Project HEIs; provide recommendations on how career education services could be defined and checked by accreditation peers, etc).

As the questionnaire covers Action plan as well as output part, at this stage Ministry of Education and Science of Georgia fills in only the Action plan part (see below).

Project deliverable	Action plan	Output	Comments
D.2.1. Framework of Student Career Management Competences			

4. Prepared action plan has to be submitted to the Internal Project Evaluator and Project Coordinator no later than two months after the delivery of questionnaire.
5. At the end of each semester of the Project, Ministry of Education and Science will have to evaluate their progress regarding the Project deliverables adoption into higher education system of Georgia. Therefore, it will have to provide the information on the outputs of the planned measures (project deliverables that have been disseminated as recommendations to other HEIs of Georgia; planned suggestions for legislature amendments; accreditation changes, if any; etc.). In order to evaluate the progress of prepared action plan, Ministry of Education and Science will have to update the questionnaire (see below), which it will receive from the Internal Project evaluator at the end of each semester. The progress of planned actions might be commented in the Comments field.

Project deliverable	Action plan	Output	Comments
D.2.1. Framework of Student Career Management Competences			

6. Updated questionnaire should be submitted to the Internal Project evaluator and Project Coordinator no later than 14 days after the delivery of the questionnaire.
7. The action plan part of the questionnaire will have to be updates after finalization of each Project deliverable, which is relevant at the national level. The Output and Comments part will be filled at the end of each Project semester.
8. The evaluation of the progress of prepared Action plan will be included in the Progress monitoring reports.

Institutional level

1. Project expert group prepares a Project deliverable, which will be implemented and disseminated at the institutional level.
2. After finalizing and approving the deliverable, a questionnaire (see Appendix No 6, Table “Questionnaire for evaluation of Project deliverables’ integration into Georgian HEI development policies”) in electronic form is distributed to each Partner Georgian HEI.
3. Each Partner Georgian HEI prepares and fills in the action plan for the implementation of the Project deliverable at the institutional level. Partner Georgian HEIs must identify the measures, which are necessary to successfully implement the Project deliverable at the institutional level (e.g. dedicate skilful personnel, prepared and implement necessary policies, update institutional strategic plan, etc.).
As the questionnaire covers Action plan as well as output part of the Project deliverable, at this stage each Partner Georgian HEI fill in only the Action plan part (see below).

Project deliverable	Action plan	Output	Comments
D.2.1. Framework of Student Career Management Competences			

4. Prepared action plan has to be submitted to the Internal Project Evaluator and Project coordinator no later than two months after the delivery of questionnaire.
5. At the end of each semester of the Project, each Partner Georgian HEI will have to evaluate their progress regarding the Project deliverables implementation. Therefore, it will have to provide the information on the outputs of the planned measures. In order to evaluate the progress of prepared action plan, each Partner Georgian HEI will have to update the questionnaire (see below), which it will receive from the Internal Project evaluator at the end of each semester. If any particular planned measure will not be completed each Partner Georgian HEI will have to provide reasons and next steps in the comments field.

Project deliverable	Action plan	Output	Comments
D.2.1. Framework of Student Career Management Competences			

6. Updated questionnaire has to be submitted to the Internal Project evaluator and the Project coordinator no later than 14 days after the delivery of the questionnaire.
7. The action plan part of the questionnaire will have to be updates after finalization of each Project deliverable, which is relevant at the institutional level. The Output and Comments part will be filled at the end of each Project semester.
8. The evaluation of the progress of prepared Action plan will be included in the Progress monitoring reports.

Part III. RISK MANAGEMENT

Objectives of Project risk management are:

1. To identify risks;
2. To develop a plan to significantly reduce Project risks;
3. To take steps to avoid Project risks.

Project activities inevitably involve various risks, i.e. risks related to the beneficiaries, to the parties of the Consortium and external factors including inherent risks. Therefore, it is necessary to determine possible Project implementation risks in order to avoid pitfalls or unexpected circumstances, which could impact the achievement of the quality results of the Project.

Primary risks of the Project are indentified in the Appendix No. 7, which is presented below. Later at the planning and implementation stage a list of risks will be updated and a possible action plan will be suggested.

Appendix No 1 - "Responsibilities of Partners"

Work package	WP 1 (Preparation for management and administration)	WP 2 (Basis for student career education services)	WP 3 (Development of career education tools)	WP 5 (Internal monitoring)
Vilnius University	To lead and coordinate the WP1 activities: to prepare rules for the management of Project funds, meeting agenda; to make presentations on the Project, the newest tendencies in career field and the WP2 work plan; to produce minutes of the meeting and to distribute the minutes to the Project partners; to maintain contact with all the Project partner institutions on a regular basis.	To lead the production of the tool; To conduct expert group meetings; To participate and present the tool at the National Discussion; To collect suggestions on the tool content improvement and approvals; To analyze the collected feedback and to prepare recommendations on the tool content improvement; To prepare minutes of the expert group meetings and the National Discussion and to disseminate them.	To supervise all the work during the WP3; To host expert group meeting; To produce the tools; To participate in the expert group meetings and the National Discussions; To present the tools at National Discussions; To prepare minutes of the expert group meetings and the National Discussions.	To supervise the WP5 work; to participate in the expert group meetings; To produce questionnaires; To present for discussion the newest tendencies in the career field and the WP8 work plan; To contribute to the decisions to be made during the meeting; To write a partial report on the problems faced so far and to suggest possible solutions; To produce minutes and to distribute them.
Samtskhe-Javakheti State Teaching University (Akhaltikhe State Teaching University)	To attend the kick off meeting and to contribute to the decisions to be made during the meeting; To present the newest tendencies in the career field.	To provide suggestions for the improvement of the content of the tool in the electronic form; To participate in the National Discussion and to contribute to the improvement of the tool; To issue approvals, confirming that the improved version of the tool meets the needs of ASTU.	To provide suggestions for the improvement of the content of the tool in an electronic form; To participate in the National Discussion and to contribute to the improvement of the tool; to issue approvals confirming that the improved version of the tool meets the needs of ASTU.	To attend the monitoring meeting and to contribute to the decisions to be made during the meeting; To present for discussion the newest tendencies in the career field; To write a partial report on the problems faced during the 1st year of Project implementation and to suggest possible solutions.
Corvinus University of Budapest	To present the newest tendencies in the career field and the WP7 work plan for discussion; To attend the kick off meeting and to contribute to the decisions to be made during the meeting.	To produce the tool; To participate in the expert group meetings and in the National Discussions; To conduct the National Discussion; To present the tool at the National Discussion.	To host expert group meetings; To produce the tools; to participate in the expert group meetings, to conduct National Discussions ; To present the tools at the National Discussions s.	To host an expert group meeting; To lead production of the questionnaire; to attend a monitoring meeting and to contribute to the decisions to be made during the meeting; to present for discussion the newest tendencies in the career field and the WP8 work plan; To write a partial report on the problems faced during the 1st year of Project implementation and to suggest possible solutions.
Ernst & Young	To produce a quality evaluation plan, to present procedures for the evaluation of Project activities, outcomes and achievements during the Project life; To attend the kick off meeting and to contribute to the decisions to be made during the meeting.	To produce the tool; To participate in the expert group meetings and the National Discussion; To supervise implementation of the decisions described in the minutes of expert group meetings; To assess the risks related to the decision implementation; To prepare an action plan for the management of the determined risks; To assess the quality of the National Discussion; To produce a progress monitoring report.	To supervise implementation of the decisions described in the minutes of expert group meetings; To assess the risks related to the implementation of these decisions; To prepare an action plan for the management of the determined risks; To participate in the National Discussions and to assess their quality; To produce 2 progress monitoring reports.	To lead the WP5 work; To collect partial reports from Project partner institutions and to produce the annual Project report; To prepare the agenda of a monitoring meeting; To present for discussion the WP11 work plan for the 2nd year of the Project implementation; To contribute to the decisions to be made during the monitoring meeting.

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Work package	WP 1 (Preparation for management and administration)	WP 2 (Basis for student career education services)	WP 3 (Development of career education tools)	WP 5 (Internal monitoring)
International Black Sea University	To attend the kick off meeting and to contribute to the decisions to be made during the meeting; To present the newest tendencies in the career field.	To provide suggestions for the improvement of the content of the tool in an electronic form; To participate in the National Discussions and to contribute to the improvement of the tool; To issue approvals confirming that the improved version of the tool meets the needs of IBSU.	To host an expert group meeting and the National Discussion; To produce the tools; To participate in the expert group meetings and the National Discussions; To present the tools at the National Discussions; To coordinate translation of the tools.	To attend a monitoring meeting and to contribute to the decisions to be made during the meeting; To present for discussion the newest tendencies in the career field; To write a partial report on the problems faced during the 1st year Project implementation and to suggest possible solutions.
Ivane Javakishvili Tbilisi State University	To attend the kick off meeting and to contribute to the decisions to be made during the meeting; To present the newest tendencies in the career field.	To host an expert group meeting and the National Discussion; To produce the tool; to participate in the expert group meetings and the National Discussions; To present the tool at the discussion;	To host an expert group meeting and the National Discussion; To produce the tools; to participate in the expert group meetings and the National Discussions; To present the tools at the National Discussions;	To attend a monitoring meeting and to contribute to the decisions to be made during the meeting; To present for discussion the newest tendencies in the career field and the WP7 work plan; To write a partial report on the problems faced during the 1st year Project implementation and to suggest possible solutions.
Shota Rustaveli State University	To attend the kick off meeting and to contribute to the decisions to be made during the meeting; To present the newest tendencies in the career field.	To an host expert group meeting; To produce the tool; To participate in the expert group meetings and National Discussions; To present the tool at the discussion.	To provide suggestions for the improvement of the content of the tool in an electronic form; To participate in the National Discussions and to contribute to the v; To issue approvals confirming that the improved version of the tool meets the needs of RSU.	To attend a monitoring meeting and to contribute to the decisions to be made during the meeting; To present for discussion the newest tendencies in the career field and the WP6 work plan; To write a partial report on the problems faced during the 1st year Project implementation and to suggest possible solutions.
Zugdidi University	To attend the kick off meeting and to contribute to the decisions to be made during the meeting; To present the newest tendencies in the career field.	To provide suggestions for the improvement of the content of the tool in an electronic form; To participate in the National Discussions and to contribute to the improvement of the tool; To issue approvals confirming that the improved version of the tool meets the needs of ZSSU.	To provide suggestions for the improvement of the content of the tool in an electronic form; To participate in the National Discussion and to contribute to the improvement of the tool; To issue approvals confirming that the improved version of the tool meets the needs of ZSSU.	To host an expert group meeting; to participate in the expert group meetings; To produce the questionnaire and to coordinate its translation; To attend a monitoring meeting and to contribute to the decisions to be made during the meeting; To present for discussion the newest tendencies in the career field; To write a partial report on the problems faced in the Project and to suggest possible solutions.

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Work package	WP 1 (Preparation for management and administration)	WP 2 (Basis for student career education services)	WP 3 (Development of career education tools)	WP 5 (Internal monitoring)
Telavi State University	To attend the kick off meeting and contribute to the decisions to be made during the meeting; To present the newest tendencies in the career field.	To provide suggestions for the improvement of the content of the tool in an electronic form; To participate in the National Discussions and to contribute to the improvement of the tool; To issue approvals confirming that the improved version of the tool meets the needs of TESAU.	To host expert group meeting; To provide suggestions for the improvement of the content of the tool in an electronic form; to participate in the National Discussions and to contribute to the improvement of the tool; To issue approvals confirming that the improved version of the tool meets the needs of TESAU.	To attend monitoring meeting and to contribute to the decisions to be made during the meeting; To present for discussion the newest tendencies in the career field; To write a partial report on the problems faced during the 1st year Project implementation and to suggest possible solutions.
University of Essex	To present the newest tendencies in the career field and the WP3 work plan for discussion; To attend the kick off meeting and to contribute to the decisions to be made during the meeting.	To host an expert group meeting; to produce the tool; To participate in the expert group meetings and the National Discussions; To present the tool at the discussion.	To lead production of the tools; To host, participate and conduct expert group meetings; To participate in the National Discussions; To present the tools at National Discussions; To collect suggestions on the tools content improvement and approvals; To analyze the collected feedback and to prepare recommendations for the improvement of the content of the tools.	To participate in expert group meetings; To produce the questionnaire; To attend a monitoring meeting and to contribute to the decisions to be made during the meeting; To present for discussion the newest tendencies in the career field; To write a partial report on the problems faced during the 1st year Project implementation and to suggest possible solutions.
University of Georgia	To attend the kick off meeting and to contribute to the decisions to be made during the meeting; To present the newest tendencies in the career field and the WP9 work plan for discussion.	To provide suggestions for the improvement of the content of the tool in an electronic form; To participate in the National Discussions and to contribute to the improvement of the tool; To issue approvals confirming that the improved version of the tool meets the needs of UG.	To provide suggestions for the improvement of the content of the tool in an electronic form; To participate in the National Discussions and to contribute to the improvement of the tool; To issue approvals confirming that the improved version of the tool meets the needs of UG.	To attend a monitoring meeting and to contribute to the decisions to be made during the meeting; To present for discussion the newest tendencies in the career field; To write a partial report on the problems faced during the 1st year Project implementation and to suggest possible solutions.

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Work package	WP 6 (Staff training for career education services)	WP 7 (Pilot career education services for students)	WP 8 (Opinion to career education services for students)	WP 9 (Implementation of career education services)	WP 10 (Going beyond the project)	WP 11 (Quality and evaluation)
Vilnius University	To supervise the WP6 work; To conduct career education trainings for staff.	To supervise the WP7 work.	To supervise the WP8 work; To conduct regional focus group discussions; To prepare conclusions and recommendations on the basis of focus group discussions; To prepare minutes of the expert group meetings and to disseminate them to the Project partners.	To lead the WP9 work; To participate and to conduct expert group meetings; To produce the guide and to present it during the final meeting; To finalize the guide content on the basis of the feedback provided by all Project partners; To prepare minutes of the expert group meetings and to distribute them among the Project partners.	To contribute to design of the Project logo, dissemination of promotional material, development of the Project website and online video invitations for students, to approve the content of mass media announcements about the Project; To be responsible for updating the Project website and preparing announcements about the Project for Georgian mass media.	To supervise the WP11 work; To present for discussion at the final meeting the newest tendencies in the career field; To write a partial report on the problems faced and the achievements made during the Project implementation period; To contribute to the decisions on approval of the final report; To produce minutes and to disseminate them to the Project partner institutions.
Samtskhe-Javakheti State Teaching University (Akhaltsikhe State Teaching University)	To appoint 3 career specialists to attend the trainings.	To inform students about the pilot career education trainings; To coordinate student registration; To provide career education services for students.	To inform students and career staff about the survey; To collect survey data from students and career staff; To analyze survey data describing students' opinion at the home institution; To write a partial report on students' opinion about the pilot career education services; To approve the consolidated report.	To host an expert group meeting; To produce the guide and to present it during the final meeting; To finalize the content of the guide on the basis of the feedback provided by all Project partners.	To contribute to the design of the Project logo, dissemination of promotional material, development of the Project website and online video invitations for students, to approve the content of mass media announcements about the Project, to contribute to updating the Project website.	To attend the final Project meeting; To present for discussion the newest tendencies in the career field; To write a partial report on the problems faced and the achievements made during the Project implementation period; To contribute to the decisions on the approval of the final report; To produce minutes and to distribute them among the Project partner institutions.
Corvinus University of Budapest	To conduct career education trainings for staff.		To lead the WP8 work; To organize expert group meetings; to participate, conduct expert group meetings and discussions of regional focus groups; To prepare a consolidated report on the opinion of students and career staff about career education services.	To participate in the expert group meetings; To produce the guide and to present it during the final meeting; To finalize the guide content on the basis of the feedback provided by all Project partners.	To contribute to the design of the Project logo, dissemination of promotional material, development of the Project website and online video invitations for students, to approve the content of mass media announcements about the Project, to contribute to updating the Project website.	To host the final Project meeting; To present for discussion the newest tendencies in career field; To write a partial report on the problems faced and the achievements made during the Project implementation period; To contribute to the decisions on the approval of the final report; To produce minutes and to disseminate them to the Project partner institutions.

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	Quality evaluation plan	
		

Work package	WP 6 (Staff training for career education services)	WP 7 (Pilot career education services for students)	WP 8 (Opinion to career education services for students)	WP 9 (Implementation of career education services)	WP 10 (Going beyond the project)	WP 11 (Quality and evaluation)
Ernst & Young				<p>To participate in the expert group meetings;</p> <p>To produce the guide and to present it during the final meeting;</p> <p>To finalize the guide content on the basis of the feedback provided by all Project partners;</p> <p>To supervise implementation of the decisions described in the minutes of expert group meetings; to assess the risks and to prepare an action plan for the implementation of these decisions.</p>	<p>To contribute to the design of the Project logo, dissemination of promotional material, development of the Project website and online video invitations for students, to approve the content of mass media announcements about the Project, to contribute to updating the Project website.</p>	<p>To lead the WP11 work;</p> <p>To produce progress monitoring reports after each expert group meeting and to discuss them;</p> <p>To collect partial reports from the partner institutions;</p> <p>To produce the final Project report and to discuss it with Project partners;</p> <p>To contribute to the decisions on the approval of the final report.</p>
International Black Sea University	<p>To appoint 3 career specialists to attend the trainings.</p>	<p>To inform students about the pilot career education trainings;</p> <p>To coordinate student registration;</p> <p>To provide career education services for students.</p>	<p>To inform students and career staff about the survey;</p> <p>To collect survey data from students and career staff;</p> <p>To analyze survey data describing student opinion at the home institution;</p> <p>To write a partial report on student opinion about the pilot career education services;</p> <p>To approve the consolidated report.</p>	<p>To contribute to the decisions on the guide content improvement.</p>	<p>To contribute to the design of the Project logo, dissemination of promotional material, development of the Project website and online video invitations for students, to approve the content of mass media announcements about the Project, to contribute to updating the Project website.</p>	<p>To attend the final Project meeting;</p> <p>To present for discussion the newest tendencies in the career field;</p> <p>To write a partial report on the problems faced and the achievements made during the Project implementation period;</p> <p>To contribute to the decisions on the approval of the final report;</p> <p>To produce minutes and to disseminate them to the Project partner institutions.</p>
Ivane Javakishvili Tbilisi State University	<p>To appoint 3 career specialists to attend the trainings.</p>	<p>To lead the WP6 work;</p> <p>To maintain contact with Georgian partner HEIs providing services for students;</p> <p>To inform students about the pilot career education trainings;</p> <p>To coordinate student registration; to provide career education services for students.</p>	<p>To host a focus group discussion;</p> <p>To inform students and career staff about the survey;</p> <p>To collect survey data from students and career staff;</p> <p>To analyze survey data describing student opinion at the home institution;</p> <p>To write a partial report on student opinion about the pilot career education services;</p> <p>To approve the consolidated report.</p>	<p>To contribute to the decisions on the guide content improvement.</p>	<p>To contribute to the design of the Project logo, dissemination of promotional material, development of the Project website and online video invitations for students, to approve the content of mass media announcements about the Project, to contribute to updating the Project website.</p>	<p>To attend the final Project meeting;</p> <p>To present for discussion the newest tendencies in the career field;</p> <p>To write a partial report on the problems faced and the achievements made during the Project implementation period;</p> <p>To contribute to the decisions on the approval of the final report;</p> <p>To produce minutes and to disseminate them to the Project partner institutions.</p>

WORK PACKAGE NO 1	Developing Student Career Services in Georgia No 530566-TEMPUS-1-2012-1-LT-TEMPUS-SMGR	12 page of 23
	Quality evaluation plan	



Work package	WP 6 (Staff training for career education services)	WP 7 (Pilot career education services for students)	WP 8 (Opinion to career education services for students)	WP 9 (Implementation of career education services)	WP 10 (Going beyond the project)	WP 11 (Quality and evaluation)
Shota Rustaveli State University	To lead the WP6 work; To host career education trainings; To disseminate information on trainings at Georgian partner HEIs; To appoint 3 career specialists to attend the trainings; To coordinate registration for the trainings.	To inform students about the pilot career education trainings; To coordinate student registration; To provide career education services for students.	To host a focus group discussion, to inform students and career staff about the survey; To collect survey data from students and career staff; To analyze survey data describing the opinion of RSU students and career staff of all Georgian partner HEIs; To write 2 partial reports on the opinion of students and career staff about the pilot career education services; To approve the consolidated report.	To contribute to the decisions on the improvement of the content of the guide.	To contribute to the design of the Project logo, dissemination of promotional material, development of the Project website and online video invitations for students, to approve the content of mass media announcements about the Project, to contribute to updating the Project website.	To attend the final Project meeting; To present for discussion the newest tendencies in the career field; To write a partial report on the problems faced and the achievements made during the Project implementation period; To contribute to the decisions on the approval of the final report; To produce minutes and to disseminate them to the Project partner institutions.
Zugdidi University	To appoint 3 career specialists to attend the trainings.	To inform students about the pilot career education trainings; To coordinate student registration; To provide career education services for students.	To inform students and career staff about the survey; To collect survey data from students and career staff; To analyze survey data describing student opinion at the home institution; To write a partial report on the student opinion about the pilot career education services; To approve the consolidated report.	To contribute to the decisions on the guide content improvement.	To contribute to the design of the Project logo, dissemination of promotional material, development of the Project website and online video invitations for students, to approve the content of mass media announcements about the Project, to contribute to updating the Project website.	To attend the final Project meeting; To present for discussion the newest tendencies in the career field; To write a partial report on the problems faced and the achievements made during the Project implementation period; To contribute to the decisions on the approval of the final report; To produce minutes and to distribute them among the Project partner institutions.
Telavi State University	To appoint 3 career specialists to attend the trainings.	To inform students about the pilot career education trainings; To coordinate student registration; To provide career education services for students.	To inform students and career staff about the survey; To collect survey data from students and career staff; To analyze the survey data describing student opinion at the home institution; To write a partial report on the student opinion about the pilot career education services; To approve consolidated report.	To contribute to the decisions on the guide content improvement.	To contribute to design of the Project logo, dissemination of promotional material, development of the Project website and online video invitations for students, to approve the content of mass media announcements about the Project, to contribute to updating the Project website.	To attend the final Project meeting; To present for discussion the newest tendencies in the career field; To write a partial report on the problems faced and the achievements made during the Project implementation period; To contribute to the decisions on the approval of the final report; To produce minutes and to distribute them among the Project partner institutions.

Work package	WP 6 (Staff training for career education services)	WP 7 (Pilot career education services for students)	WP 8 (Opinion to career education services for students)	WP 9 (Implementation of career education services)	WP 10 (Going beyond the project)	WP 11 (Quality and evaluation)
University of Essex	To conduct career education trainings for staff.		To conduct regional focus groups discussions; To prepare conclusions and recommendations on the basis of focus group discussions.	To host expert group meetings; To produce the guide and to present it during the final meeting; To finalize the content of the guide on the basis of the feedback provided by all Project partners.	To contribute to the design of the Project logo, dissemination of promotional material, development of the Project website and online video invitations for students, to approve the content of mass media announcements about the Project, to contribute to updating the Project website.	To attend the final Project meeting; To present for discussion the newest tendencies in the career field; To write a partial report on the problems faced and the achievements made during the Project implementation period; To contribute to the decisions on the approval of the final report; To produce minutes and to disseminate them to the Project partner institutions.
University of Georgia	To appoint 3 career specialists to attend the trainings.	To inform students about the pilot career education trainings; To coordinate student registration; To provide career education services for students.	To inform students and career staff about the survey; To collect survey data from students and career staff; To analyze survey data describing student opinion at the home institution; To write a partial report on the student opinion about the pilot career education services; To approve consolidated report.	To contribute to the decisions on the guide content improvement.	To coordinate the design of the Project logo, production and dissemination of promotional material, development of the Project website and online video invitations for students, to prepare the content of mass media announcements about the Project; To be responsible for the translation of the Project website from English into Georgian; To contribute to updating the Project website.	To attend the final Project meeting; To present for discussion the newest tendencies in the career field; To write a partial report on the problems faced and the achievements made during the Project implementation period; To contribute to the decisions on the approval of the final report; To produce minutes and to disseminate them to the Project partner institutions.

Appendix No 2. Deliverable Review Form

Project title: Developing Student Career Services in Georgia (CASEDE)
Project number: 530566-
SMGR (2012-3045/001-001)
Project WP2: Basis for



TEMPUS-1-2012-1-LT-TEMPUS-
Student Career Education Services

(Name of the Georgian Project Partner institution)

EXPERT EVALUATION OF THE GEORGIAN STUDENT CAREER MANAGEMENT COMPETENCIES FRAMEWORK
Date: XX/12/2012

Project Expert

Name, surname and position at the Partner HEI

Evaluation of the document:

No	Item of the document evaluated	Expert's remarks	Expert's suggestions
1.	General Provisions		
2.	Aim and Background of the Framework		
3.	Structure of the Framework		
4.	Description of the Framework/ <i>Self-awareness domain</i>		
5.	Description of the Framework/ <i>Exploring career opportunities domain</i>		
6.	Description of the Framework/ <i>Career planning domain</i>		
7.	Use of the Framework		

Final conclusion:

Project expert

(Signature)

Name, surname

Appendix No 3. Questionnaire for Meeting Evaluation

Event evaluation questionnaire

Dear all,

You have recently attended the above *event* and, as we strive to improve the quality and relevance of the Project events, we would like your feedback.

This information will be used to evaluate the quality of the *event* and help in redesigning this and other *events* in the future. **Thank you for taking the time now to provide us with your feedback!**

General questions

1. Name of the event

2. Date of the event

3. Your Country/City

4. Your institution (*drop down list for expert group meeting, fill-in for National Discussion*)

5. Your position (check all that apply) (*only for the National Discussion*)

- Manager
- Academic personnel
- Administration
- Other

Pre-event organization

1: Strongly disagree 2: Disagree 3: Neither agree nor disagree 4: Agree 5: Strongly agree

1 2 3 4 5

I feel I received enough information about the purpose of the event

The agenda of the event was appropriate for the goals of the event

Host partner provided all the information necessary to reach the venue of the event

Host partner provided enough information to choose appropriate accommodation

Host partner provided enough information to choose the most appropriate catering service

Overall, I feel that pre-event organization met my needs

Event objectives

1: Strongly disagree 2: Disagree 3: Neither agree nor disagree 4: Agree 5: Strongly agree

1 2 3 4 5

Overall, I feel the objectives of the event were clear

Overall, I feel I was given an opportunity to help reach the goals of the event

The objectives of the event were accomplished

Event organization

1: Strongly disagree 2: Disagree 3: Neither agree nor disagree 4: Agree 5: Strongly agree

1 2 3 4 5

The facilities were available for the meeting/ National Discussion participants, when necessary

The venue and facilities for the event were appropriate

There was an appropriate amount of materials (paper, pens, markers, etc.) for the event

Host partner expert provided appropriate assistance during the period of the event

Event offered effective social networking opportunities

Overall, I feel the organization of the event was professional

Overall event evaluation

1. Duration of the event

- Too short
- Right
- Too long

2. Please provide comments on the overall organization of the event

3. The things you liked the most about the event

4. The things that could be improved

Thank you for taking the survey!

Appendix No 4. Progress Monitoring Report Template



Project title: Developing Student Career Services in Georgia (CASEDE)
Project number: 530566-TEMPUS-1-2012-1-LT-TEMPUS-SMGR (2012-3045/001-001)

Project progress report No X

Date:

Progress of this quarter:

Work package, Activity	Duration	Status	Comments
WP1 "Preparation for management and administration"			
Preparation of 1.1. Rules for funds management	30/11/2012 – 31/12/2012	Completed	
Preparation of 1.2. Quality evaluation plan	30/11/2012 – 31/12/2012	Completed	
WP2 "Basis for student career education services"			
WPN			

Deliverables prepared during the period:

1. D.1.1. Rules for the management of funds;
2. D.1.2. Quality evaluation plan.

Tasks for the next quarter:

Work package	Task
WP1 Preparation for management and administration	1. ...
WP2 Basis for student career education services	1. ...
WP3 Development of career education tools	1. ...
WPN	1. ...

Risks and issues during the period

Risk/Issue	Recommendation for risk management
	1. ...
	1. ...

Appendix No 5. External Quality Evaluation Form

Project title: Developing Georgia (CASEDE)

Project number: 530566-SMGR (2012-3045/001-001)

Project WP2: Basis for Student Career Education Services



Tempus

Student Career Services in

TEMPUS-1-2012-1-LT-TEMPUS-

EXTERNAL EVALUATION OF THE GEORGIAN STUDENT CAREER MANAGEMENT COMPETENCIES FRAMEWORK

Date: XX/02/2013

Project Expert

<i>Name, surname and position of External evaluator</i>

Evaluation of the document:

No	Item of the document evaluated	Expert's remarks	Expert's suggestions
1.	General Provisions		
2.	Aim and Background of the Framework		
3.	Structure of the Framework		
4.	Description of the Framework/ <i>Self-awareness domain</i>		
5.	Description of the Framework/ <i>Exploring career opportunities domain</i>		
6.	Description of the Framework/ <i>Career planning domain</i>		
7.	Use of the Framework		

Final conclusion:

External evaluator

(Signature)

Name, surname

Appendix No 6. Plan for the Implementation of Measures

Questionnaire for evaluation of how Project deliverables support the long term policies for career education reform in Georgia

Project deliverable	Action plan	Output	Comments
D.2.1. Framework of Student Career Management Competences	1. ... 1. ... 2. ...	1. ...	
	1. ...	1. ...	

Questionnaire for evaluation of Project deliverables' integration into Georgian HEI development policies

Project deliverable	Action plan	Output	Comments
D.2.1. Framework of Student Career Management Competences	1. ... 2. ... 3. ...	1. ...	
	1. ...	1. ...	

Appendix No 7. Project risks

Risks	Risk management measures
Agreement obligations risks	
Project Partners will not fulfil their agreement obligations	<ol style="list-style-type: none"> 1. Project coordinator and Project partners will sign a Partnership agreement, which will include obligations of each partner and Project coordinator and consequences for not fulfilling the obligations 2. Preparation of detailed work plan with clear deadlines for each deliverable
Project deadlines will not be met	
Project confidentiality restrictions will be violated	
Project implementation and management risks	
Expert group meetings will be inefficient	<ol style="list-style-type: none"> 1. Constant communication between the Project coordinator and WP leaders 2. Regular risk management recommendations in progress monitoring reports 3. Clear responsibilities defined in the Application 4. Defined principles of Expert Group Meetings/National Discussion minutes review and comments
Slow implementation of decisions	
Delay in information provision	
Lack of resources/competences	
Finance management risks	
Partners will incur ineligible costs	<ol style="list-style-type: none"> 1. Rules for the management of funds will be prepared and approved by all Project partners 2. Project coordinator will keep constant financial documentation control 3. Funding will be distributed by reimbursing the incurred costs
Partners will not provide all the necessary documentation	
Partners will not distribute received funds correctly	
Project sustainability and dissemination risks	
Delays in receiving an approval of deliverables from Georgian HEIs	<ol style="list-style-type: none"> 1. Quality evaluation plan will include the plan for the implementation of measures at the national

Risks	Risk management measures
<p>Insufficient basic level of staff preparation for working according to the prepared training programme;</p> <p>Low staff motivation; a significant difference in values, preventing the staff from realization of the personal career management concept based on free choice.</p>	<p>and at institutional level</p> <p>2. National Discussions will be organized in order to receive the opinion from all higher education institutions in Georgia</p>
<p>Lack of interest in the material prepared by Project experts of students and Georgian HEI staff providing career services to students, graduates and employers.</p>	