

## **Guidelines to the local institution for the organisation of the visit**

### **The monitoring of the Impact and Sustainability of the Tempus/Erasmus+ project**

The aim of the meeting is to assess the relevance, impact and sustainability of the project results on different levels (individuals, organisations, systems). To this effect the meeting should concentrate on the sustainability of the project and the dissemination and exploitation of its results.

The visit should cover the following elements:

- Presentation of the **tangible products** and **intangible projects** realised by the projects
- Presentation of the **equipment** purchased with the project and feedback on its usage
- If applicable, visit to the **centers (/agencies / offices / etc.)** created as a result of the project
- Presentation of the **evidence of the impact** in participating to the Tempus/Erasmus+ Programme?
- Which have been the **principal factors** (during and after the project) that had an impact on the sustainability of the project results (positive and negative)?

### **Documents to be prepared for the meeting**

The project team should prepare a folder with key documentation related to project results, including (for instance)

- (1) Copies of the products/tangible outputs produced
- (2) Dissemination plan
- (3) Sustainability/exploitation plan
- (4) Any documentation/tools that was considered specifically useful for the administration, and management of the project results after the funding period.

Special attention should be paid to presenting the project impact as a whole (at individual, institutional, local, regional and national levels) and not only the impact on the university teams present during the monitoring visit.

*Set of questions to be discussed during the monitoring:*

<b>IMPACT AND SUSTAINABILITY</b>		
<b>I</b>	<b>General aspects</b>	
	<b>General questions</b>	Are you satisfied with the <b>impact</b> of your Tempus project? Did the impact meet your expectations? What were in your opinion the main reasons explaining the success (/failure) of the project?
	<b>Use of project results</b>	How (/by whom) are the project results and the equipment purchased used in your Higher Education Institution (HEI) and beyond (by other local stakeholders)?
<b>II</b>	<b>Impact at individual level</b>	
	Impact on the <b>students / staff</b>	If applicable, explain how the project results affected - the students' <b>enrolment rate / performance / employability</b> - the <b>career development</b> of the HEIs' staff?
	<b>Skills acquired</b>	Describe the <b>skills</b> acquired (Transversal/behavioural skills; Technical / IT skills; Academic /scientific / research skills; Linguistic skills; Other)
	<b>Change of behaviour</b>	Describe the <b>change of behaviour</b> (of students, HEI staff, local stakeholders) regarding (e.g.) mobility, language learning, involvement in international cooperation activities, acceptance of new teaching tools, etc
<b>III</b>	<b>Impact at institutional level</b>	
	New <b>working modalities / cooperation</b> activities in the partner Country HEIs	Impact of the project on HEIs internal <b>learning/teaching/management procedures</b>  Role of the project in contributing to the <b>internationalisation strategy</b> of the HEIs  Role of the project in generating new <b>national / international cooperation activities</b> (e.g. MoUs, research projects, joint publications, participation in networks or associations, etc.)  Role of the project in increasing the <b>visibility, competitiveness and attractiveness</b> of the HEIs locally and internationally  For curricular project, project contribution to increasing the <b>knowledge of foreign languages</b> and/or making courses available to foreign students
<b>IV</b>	<b>Impact on the HE Sector</b>	
	Contribution to new or updated <b>national or regional policies</b> in HE	Project contribution to new HE policies/regulations in the partner country(/ies).
	Contribution to the establishment or further development of <b>external bodies</b>	If applicable, explain to what extent the project has contributed to creating new bodies or regulatory frameworks (for example in terms of quality assurance, national certification or accreditation) in the country (/ies)? Explain (/assess) the national/regional authorities in this respect

	<b>Innovative character</b> of the results	Describe the <b>innovative character of the project outputs</b> (courses developed, new tools, new services, new strategies implemented for reaching the target groups, etc.)  How did the project/products contribute to the strengthening of the <b>links between your HEI and its socio-economic environment</b> ?
<b>V</b>	<b><i>Impact on the society as a whole</i></b>	
	Attention to <b>least developed regions</b>	If applicable, explain how some projects have addressed the needs of least developed regions
	New <b>cooperation modalities with employers and other stakeholders</b> (e.g. NGOs, associations etc.)	How does the project manage maintaining <b>relations with employers and other stakeholders</b> on local regional & national level (beyond the development and implementation period)? Any <b>spin-off effects</b> of the project? Did <b>new cooperation activities with employers and/or other stakeholders</b> result from the project?
<b>V.3</b>	Contribution to <b>improving lifelong learning approaches</b> in the PC HEIs	To what extent do/did the project contribute to <b>lifelong learning</b> : - Access to HE for non-traditional and part time learners, - Recognition of non-formal or informal learning - Increase in offer of tailor made programmes (e.g. through working learning or distance learning agreements, contribution to continuous professional development etc.) ?
<b>VI</b>	<b><i>Sustainability</i></b>	
	Adequacy of the (PC) HEIs <b>institutional support</b> for maintaining the project results	<b>Policy/strategic support</b> (/commitment & human and institutional capacity put in place) given to the project at institutional level and/or at the level of the regional/national authorities  <b>Obstacles encountered</b> that may have affected the sustainability of the project results and, if applicable, remedial actions taken
	<b>Sources of financial and logistic support</b> to sustain the project results	Present/describe the <b>external stakeholders</b> that contribute supporting the sustainability of the project results (e.g. Partner HEIs, Public authorities in PCs, NGOs, private sector, EU, etc.) Describe the type of support obtained