



## Deliverable 8.2h Interim Internal Evaluation Report

<b>Project Acronym:</b>	STEPS
<b>Project full title:</b>	MSc in Sustainable Food Production Systems
<b>Project No:</b>	598963-EPP-1-2018-1-AL-EPPKA2-CBHE-JP
<b>Funding Scheme:</b>	Erasmus+ KA2 Capacity Building in the field of Higher Education
<b>Coordinator:</b>	AUT
<b>Work Package:</b>	WP8 Quality Plan
<b>WP Leader:</b>	ReadLab
<b>Task:</b>	8.2 Internal Evaluation Report
<b>Task Leader:</b>	ReadLab
<b>Last Version date:</b>	15.3.2022
<b>Author(s):</b>	Alexandros Vouros; Petros Chondros; Luziana Hoxha
<b>Status:</b>	Final
<b>Dissemination Level:</b>	Public



*Document Revisions Table*

<b>Version</b>	<b>Date</b>	<b>Author(s)</b>	<b>Organization</b>	<b>Comments</b>
01	21.12.2021	Alexandros Vouros Petros Chondros	ReadLab P.C.	First draft version
02	15.5.2020	Alexandros Vouros	ReadLab P.C.	Internal Evaluation results
03	06.06.2022	Luziana Hoxha	AUT	Detailed info about amendment
04	15.6.2022	Alexandros Vouros Petros Chondros	ReadLab P.C.	Final Review/Editing

Copyright © STEPS Project



This deliverable is licensed under a [Creative Commons Attribution-ShareAlike 4.0 International License](https://creativecommons.org/licenses/by-sa/4.0/).

**Disclaimer:** The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

---

## Table of Contents

List of tables .....	4
EXECUTIVE SUMMARY.....	5
A. STEPS PROJECT PROGRESS MONITORING .....	6
1 CURRENT STATE.....	7
2 TASK SCHEDULE MONITORING .....	10
3 TASK PROGRESS BASED ON INDICATORS.....	12
4 DELIVERABLES CONTROL.....	14
B. QUALITY EVALUATION RESULTS.....	16
5 MEETINGS AND STUDY VISITS IN BIHAC (NOVEMBER 2021) .....	16
6 STEPS TRAINING SEMINARS.....	18
7 INTERNAL EVALUATION OF THE STEPS PROJECT .....	21
8 SPECIFIC COMMENTS, CONCLUSIONS AND SUGGESTIONS FOR IMPROVEMENTS.....	23
ANNEX A1. STEPS PROJECT IMPORTANT DATES.....	24
ANNEX A2. STEPS PROJECT IMPORTANT DATES – ACCREDITATION PROCEDURES.....	25
ANNEX B. INDICATORS OF SUCCESSFUL IMPLEMENTATION.....	29
ANNEX C. STEPS PROJECT TRAINING SEMINARS SESSIONS.....	31
ANNEX D. MEETINGS/EVENTS EVALUATION FORM.....	32
ANNEX E. TRAINING SEMINARS EVALUATION FORM .....	33
ANNEX F. INTERNAL PROJECT EVALUATION FORM .....	34

### List of tables

Table 1. Task schedule monitoring .....	10
Table 2. Task progress monitoring based on indicators .....	12
Table 3. Deliverables status .....	14

## Executive Summary

This report presents the results of the Quality Assurance Plan achieved during an interim period of the STEPS project implementation, between 1/1/2020 to 31/12 2021. The implementation of the STEPS Project suffered by the Covid-19 pandemic. As a result, important dates were missing due mainly to the delays of the Official Accreditation of the MSc programme in Western Balkans countries, especially Albania. However, STEPS partnership made a lot of efforts, aiming to apply for accreditation according to the original workplan and in some cases, such as in the case of HEIs from Bosnia-Herzegovina, they succeed to start implementing the MSc programme during the academic year 2020-2021. Detailed information about important dates and project amendments is included in this report. For the STEPS Consortium, the most important outcome of the project is that the partnership was finally in position to plan or implement MSc programmes organized in all the HEIs participating in the project by the end of 2021. Despite the massive impediments having their source on the individualities and the dynamics of the HEIs involved in the project and every kind of difficulties related to the evolution of the pandemic, large efforts were devoted so that Joint MSc programmes at national level or Joint activities that ensure synergies and close collaboration between scientific staff were established.

The present report has two parts: The first is devoted to the progress monitoring of the project while in the second, quality evaluation of events as well as results of the Internal Evaluation of the interim period of the project are presented.

More specifically, the first part of the report presents:

- i) the current state of the project, and
- ii) the progress of tasks, deliverables and targets achieved based on indicators of successful implementation described in the Quality Plan (D8.1)

The second part of the report includes:

- iii) the results of feedback questionnaires for the events organized during the interim period of the project
- iv) the results of feedback questionnaires used for evaluating the quality and relevance of the training seminars organized and,
- v) the results of the Internal Evaluation of the project performed by the members of the STEPS Quality Assurance Team.

## A. STEPS Project Progress monitoring

This report summarizes project results during an interim period of implementation, between 1/1/2020 to 31/12 2021. STEPS project suffered by the Covid-19 pandemic. Mobility restrictions and perhaps, more importantly, the general shock to the academic community and the society at large caused by the pandemic affected to the highest degree the implementation of the project. As a result, critical milestones such as the accreditation procedures of the MSc programmes in Albania and Kosovo were significantly delayed. That was the main reason for which the Consortium requested an amendment compared to the initial workplan of the project by the end of 2020. During this period, however, the STEPS partnership focused on all the necessary, relevant tasks, so that one year later - by the end of 2021 - was in position to implement or fulfill the necessary actions before the implementation of MSc programmes in all the Western Balkans HEIs participating in the project. Despite the individualities of the HEIs involved in the project, large efforts were devoted to the organization of Joint MSc programmes at national level and detailed planning of Joint activities that ensure synergies and close collaboration between scientific staff HEIs involved in the project.

Critical dates and information about the accreditation procedures are presented in detail in the present report. Regarding, in particular, the extension of the project with one year, an official letter with subject: "Request for the extension of the project STEPS/ MSc in Sustainable Food Production Systems (ref. no: 598963-EPP-1-2018-1-AL-EPPKA2-CBHE-JP) for another year", was sent to the European Commission Education, Audiovisual and Culture Executive Agency (EACEA) and the Project Adviser by the end of 2020. According to that letter: *"The Agricultural University of Tirana, beneficiary legal representative on behalf of Coordinating Institution, requested permission on extending the project for One-Year, because of the COVID-19 situation, Albania and Kosovo HEIs could not succeed at the opening of Master of Sciences Course "Sustainable Food Production System" for the 2020-2021 academic year; Based on below reasons and the presence of the unusual situation of "force majeure" (Grant Agreement Article 11.4) suitable to concretely hinder the ordinary implementation of the planned actions and achieving the project objectives, also after consulting and considering the opinion of all partners of STEPS Project (no. 598963-EPP-1 2018-1-AL-EPPKA2-CBHE-JP) Considering the terms and conditions of the project, which highlight that during the project life, HEIs should complete the 1-st year of the study program MSc and the accreditation process of the program at the same time, it resulted impossible to meet these requirements, within the remaining time.*

Reasons stated:

1. *The Ministry of Education, Sport and Youth in Albania, for this academic year applied policies in compliance with restrictions and preventive measures due to COVID-19 pandemic, and prohibited the opening of new study programs of Albanian HEI-s, although many efforts, negotiations and hard work for preparation of the applications were done by Albanian and other Project partners;*
2. *The Kosovo partners were unable to have the external evaluators in time from abroad for the accreditation process of new study program MSc in Sustainable Food Production Systems, because of pandemic too."*

EU responded positively to the amendment request of the Consortium with a letter receiver by the Coordinator at 15/1/2021. According to that letter: *"The action shall run for 48 months as of 15-01-2019 ("the starting date of the action") and shall end on 14-01-2023."* In this way, a new Gantt diagram and a list with updated due dates of tasks and deliverables was circulated and agreed between the STEPS partners.

Details of the project tasks and deliverables status are presented in detail in the following paragraphs of this report.

A second very important issue of the interim period of the project was the approval of the Technical Implementation Report of the project, submitted in May 2020. The project implementation was qualified as “GOOD”, meaning that the project is implemented according to the workplan, clear evidence of the work done in relation to the tasks is provided although some improvements can be made. The “Comments and Recommendations” form was sent by EACEA in October 2020 with specific requests to be submitted within one month of the date of the Agency letter. The Consortium took into consideration all the comments and requests of the form, responded to the issues addressed in the review while it focused on the tasks that would improve the quality of the implementation in the future.

## 1 Current state

During the interim period of the STEPS project, all partners contributed towards the successful implementation of important project activities, related to the development of the infrastructures and the accreditation procedures so that the critical milestone of the MSc programme delivery within the project lifetime is ensured. HEIs from Bosnia-Herzegovina succeed to proceed with the MSc programme implementation, since the delivery of the programme formally constitutes a prerequisite for official accreditation. HEIs from Kosovo, faced significant problems related to the availability of external evaluators, but they also enrolled students by the end of the interim period, i.e., September 2021. The two HEIs from Albania since, due to structural impediments imposed by the authorities - having its sources in the Covid-19 pandemic -, failed to proceed with the official accreditation in this period. They, however, devoted large efforts so that they are in position to deliver the programme before the end of the project lifetime. More details about the status and the critical dates are presented in the details of the corresponding tasks of WP7.

According to Project Advisor’s recommendations, during the interim period of the project a massive campaign of training seminars - organized on-line due to the pandemic – offered valuable exchange cultures and knowledge on specific topics, strongly related to the sustainability dimension of food production systems. The seminars contributed to the professional development of faculty staff so that they are in position to update the content of courses based on needs and challenges, relating for example cyclic economy concepts and approaches applied to modern food production systems.

A detailed description of tasks status and progress per work package is presented in the following paragraphs.

- **WP1. Connection of the MSc programme with the world of work, the social and the economic environment (UET):** The activities planned for this WP have been finalized during the first year of the project. STEPS partners under the coordination of UET analyzed relevant MSc programme, assessed stakeholders needs and the expectations as well as the European initiatives so that those elements are reflected to the structure and the content of the MSc programme. A long list of stakeholders’ contacts that will be used for continuous linking of the MSc programme with the world of work and the society at large was also created. Deliverables are available in the google(G)-drive of the project.

- **WP2. STEPS structure and courses design (USAMVB):** STEPS Msc programme structure and courses design activities are finalized. Critical issues related to the profile, the structure and the courses offered by the MSc programme have been addressed. The corresponding deliverables are available in the G-drive of the project. The study programme is designed based on Bologna concepts. ECTS are used for describing the workload of the STEPS courses. The structure of the of the programme is compatible with the information presented in D4.2 (Courses development) and, with the list of courses provided by WB HEIs to the national agencies responsible for the accreditation of the MSc programme.
- **WP3. Professional development of scientific staff (UHZ):** The collaboration between members of the Consortium experienced in similar, interrelated, or complementary scientific topics resulted to the organization of an important number of training seminars. Due to mobility limitations, some seminars were implemented on-line. The total number of training seminars gave the opportunity to faculty staff to exchange views and analyze the foundations of modern food productions systems with the sustainability dimension as one of the most critical parameters of development under the prism of circular economy concept. A full list of training seminars organized in the interim period is included in this report. The quality and relevance of the training seminars organized so far were assessed through feedback questionnaires delivered to and filled by participants. The results are presented in the second part of this report. Although, the organization of these activities has been stated as service in the project proposal, the development of a report providing the list of courses along with abstract information about the content of courses, according to Project’s advisor recommendations, is planned to be prepared by Consortium members.
- **WP4. STEPS Development (UNSA):** The most important deliverable, i.e., D4.2 Development of STEPS courses is finalized. Under the coordination of UNSA, all partners contributed to the development of the courses, based on the scientific background and expertise of faculty staff involved in the Consortium but also on needs analysis as well as the recent technological advances and trends, including circular economy concepts and best practices as paradigms of efficient and environmentally friendly food production systems. In D4.2, a detailed description of all the courses that will be offered to students is presented. Regarding the digitization of the educational material that is still in progress, technical issues have been discussed extensively and an extensive training seminar focusing on the functionalities and the management of courses based on the utilization of the LMS platform is planned for the near future. The latter will be organized in Pristina, in March 2021.
- **WP5. Development of infrastructures (UNBI):** Equipment-purchase related activities was finalized during the interim period of project implementation. Deliverables presenting in detail the development of infrastructures and the two types of laboratories, i.e., “Food Quality Control” and Food Production Systems Management” labs (D5.1, D5.2) are finalized and remain available to the G-drive. Supporting documents, related to the purchase of any kind of device, including PCs, monitors etc. as well as experimental measurements-related instruments are also available in the G-drive. In this WP, a final task focus on the development of experiments/simulations for students – but also for demonstrating purposes in workshops etc. – and the development of material that will be used during the corresponding events. The latter is available from HEIs that have already started



implementing the MSc programme and is currently used for supporting students' laboratory exercises and theses.

- **WP6. STEPS application for official accreditation (MESCK):** Accreditation is one of the critical milestones of the STEPS project. The accreditation procedures are not the same for all the HEIs participating in the Consortium. In Bosnia-Herzegovina, official accreditation comes after the delivery and the internal evaluation of the MSc programme. Thus, two years of implementation are needed for those HEIs, which, in order to be in line with the requisitions of the Erasmus+ projects, have already started delivering the MSc programme. In Albania and Kosovo, important impediments stated in the letter sent to the agency for requesting an extension of the project duration, caused a considerable delay to the accreditation process. Finally, in Kosovo, the delivery of the MSc programme started in October 2021 while in Albania, AUT and EUT plan to start implementing the MSc programme during the project lifetime. Detailed information about the history and the status of the accreditation procedures per HEI are included as an Annex in this report. It has to be noted that, in order to conform to the national legislation, as a critical task, accreditation approved to be the most complex and time-consuming task of the project.
- **WP7. STEPS programme delivery (UNBI):** As already mentioned, HEIs from Bosnia-Herzegovina and Kosovo started delivering the MSc programme during the interim period of the project. In Albania, the MSc programme is planned to be implemented during the third year of the project lifetime. Detailed information about important dates, such as for example those of students' enrollment periods or academic semesters is included in the Annexes of this report.
- **WP8. Quality plan and evaluation of project progress:** Quality evaluation procedures have been contributed by all the partners of the Consortium. More specifically, WP leaders were asked to assess tasks progress and deliverables status and provide justifications for the delays. Quality Assurance issues include the evaluation of the quality and relevance of the meetings and events organized during the interim period and also the Internal Evaluation of the project, which is presented in the Part B of the present report.
- **WP9. Dissemination/Exploitation:** As a result of the massive dissemination/exploitation campaign of the STEPS project in the media, including the social ones, and the communication channels between the project, the stakeholders' and the society at large, a large number of candidates have been submitted their records in order to attend the MSc programme at WB countries. The sum of the dissemination/exploitation activities for the interim period is recorded in a table-template in the G-drive. The corresponding deliverable of this WP, i.e., D9.7 Exploitation/Dissemination report is finalized and is also available in the G-drive.
- **WP10. Management and Coordination:** During the interim period of the project, the Coordinator applied substantial efforts in order to ensure that the communication channels between the Consortium members will remain during the pandemic, although this task has proved to be the most difficult one within the evolution of the pandemic waves and the shock in the society that, eventually, affected the operation of HEIs participating in the Consortium. As a result, the Coordinator discussed within the Consortium and submitted a request for project extension, in order to ensure that all the WB HEIs deliver the MSc programme during the project lifetime.

## 2 Task schedule monitoring

A detailed analysis of the status of project tasks and deliverables is presented in the tables of the following paragraphs. A summary of Task schedule monitoring is presented in Table 1. The table indicate the status of project activities as well as their progress with respect to time planning.

Table 1. Task schedule monitoring

WP no	Task description/Leader	Status			Workplan -based monitoring	
		To be started	In progress	Concluded	On-time delivery	Comments
<b>WP1</b>	<b>Connection of STEPS with the world of work, the social and the economic environment (UET)</b>					
T1.1	Assessment and analysis of stakeholders needs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Concluded at the first year
T1.2	Research on STEPS related programmes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Concluded at the first year
T1.3	Review of best practices on linking MScs with business, social and economic environment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Concluded at the first year
T1.4	Development of mechanisms for continuous stakeholders' input	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Continuously updated during the project lifetime
<b>WP2</b>	<b>STEPS structure and courses design (USAMVB)</b>				<input type="checkbox"/>	
T2.1	Design of the MSc programme	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Concluded at the first year
T2.2	Selection of faculty staff and organization of working groups	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Concluded at the first year
T2.3	Organization of study visit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Concluded at the first year
T2.4	Design of the MSc programme courses	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Concluded at the first year
<b>WP3</b>	<b>Professional development of scientific staff (UHZ)</b>					
T3.1	Assessment of training needs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Concluded at the first year
T3.2	Organization of training seminars/guest lectures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
T3.3	Continuous support and improvement of scientific background and teaching capacity of scientific staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>WP4</b>	<b>STEPS Development (UNSA)</b>					
T4.1	Development of the LMS platform (ReadLab)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Concluded at the first year
T4.2	Development and harmonization of STEPS courses	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
T4.3	Conversion and digitization of educational material	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>WP5</b>	<b>Development of infrastructures (UNBI)</b>					
<b>T5.1</b>	Development of teaching/learning environment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>T5.2</b>	Development of research labs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>T5.3</b>	Development of experiments/simulations and training material	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>WP6</b>	<b>STEPS application for official accreditation (MESC USK)</b>					
<b>T6.1</b>	Preparation of documentation for STEPS application	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>WP7</b>	<b>STEPS implementation (UNBI)</b>					
<b>T7.1</b>	STEPS programme implementation plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>T7.2</b>	STEPS programme implementation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>WP8</b>	<b>Quality plan and evaluation of project progress (ReadLab)</b>					
<b>T8.1</b>	Organization of internal and external quality teams and development of the quality plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>T8.2</b>	Quality monitoring and evaluation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Task in progress
<b>T8.3</b>	External evaluation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Task in progress
<b>WP9</b>	<b>Dissemination/Exploitation (AUT)</b>					
<b>T9.1</b>	Development of dissemination/exploitation strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>T9.2</b>	Web site development	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>T9.3</b>	Development of social media profile and dissemination material	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>T9.4</b>	Organisation of workshops	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>T9.5</b>	Organisation of laboratory demonstrations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>T9.6</b>	Career offices development/enhancement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### 3 Task progress based on indicators

A summary of task progress with respect to specific indicators included in the work plan are summarized in Table 7.

Table 2. Task progress monitoring based on indicators

No	Task Indicators	Status			Comments
		Not reached	Partially reached	Reached	
<b>WP1</b>	<b>Connection of STEPS with the world of work, the social and the economic environment (UET)</b>				
I1.1	Organizations contacted (over 200)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
I1.2	Questionnaires delivered, acquired and processed (200)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
I1.3	Interviews of key stakeholders (over 40)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
I1.4	Visits and round tables for stakeholders (over 30)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
I1.5	Variety of diverse opinions expressed	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
I1.6	Relevant MSc programmes analyzed (over 100)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
I1.7	Best practices reported (25)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
I1.8	Stakeholders convinced to engage with project activities	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
I1.9	Standard mechanisms established for continuous contribution and communication	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>WP2</b>	<b>STEPS structure and courses design (USAMVB)</b>				
I2.1	Faculty members joining the study visit (over 25)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
I2.2	ICT-based teaching/learning environments utilised/demonstrated (over 10)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
I2.3	Courses designed based on ECTS (all)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
I2.4	STEM subjects and innovative concepts included/analysed in the content of courses	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
I2.5	Quality of scientific and educational approaches demonstrated/discussed, analysed and adopted	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>WP3</b>	<b>Professional development of scientific staff (UHZ)</b>				
I3.1	Scientific staff participation in seminars and lectures (over 40)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Task in progress
I3.2	Level and quality of collaboration and synergies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Task in progress
I3.3	Scientific articles prepared/published (5 per year and per HEI)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Task in progress
<b>WP4</b>	<b>STEPS Development (UNSA)</b>				
I4.1	Quality of the educational platform (Design and appropriateness of the educational environment)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

14.2	Quality of educational material and tools	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Task in progress
14.3	Level and quality of collaboration between consortium partners	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Task in progress
<b>WP5</b>	<b>Development of infrastructures (UNBI)</b>				
15.1	Experimental devices/software licenses purchased (over 15)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
15.2	Experimental/software-based exercises and projects by utilising new equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Task in progress
15.3	Quality and relevance of experiments/simulations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Task in progress
<b>WP6</b>	<b>STEPS application for official accreditation (MESC USK)</b>				
16.1	Accreditation of the STEPS programme	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A second submission phase is foreseen according to WB national laws.
<b>WP7</b>	<b>STEPS implementation (UNBI)</b>				
17.1	Students joining the MSc programme (25 per HEI)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	*for the MSc programmes implemented so far
17.2	Students' expectations achieved	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Task in progress
17.3	Students' performance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Task in progress
<b>WP8</b>	<b>Quality plan and evaluation of project progress (ReadLab)</b>				
18.1	Internal quality evaluation of deliverables	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
18.2	No of internal evaluation reports	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Task in progress
18.3	No of external evaluation reports	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Task in progress
<b>WP9</b>	<b>Dissemination/Exploitation (AUT)</b>				
19.1	Volume and quality of dissemination activities/material	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Task in progress
19.2	Stakeholders present in workshops, laboratory demonstrations (at least 50 per workshop)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Events not organized during the 2 <sup>nd</sup> year of the project
19.3	Stakeholders presence/involvement in open discussions, face to face meetings, round tables	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Task in progress
19.4	Stakeholders expectations achieved by workshops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Events not organized during the 2 <sup>nd</sup> year of the project
19.5	Volume and quality of data collected and processed during after workshops/demonstrations/meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Events not organized during the 2 <sup>nd</sup> year of the project
19.6	Internships/scholarships organised	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Task in progress
19.7	Memoranda and contracts signed and co-funding schemes identified	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Task in progress
19.8	HEIs perception in the society at large and enhancement of their role in reforms in education and social and economic development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Task in progress

## 4 Deliverables control

A summary of deliverables along with their status and on-time delivery is summarized in Table 8.

Table 3. Deliverables status

WP no	Task description /Leader	Status			Workplan -based monitoring	
		Submitted	Under review	Available	On-time delivery	Comments
<b>WP1</b>	<b>Connection of STEPS with the world of work, the social and the economic environment (UET)</b>					
D1.1	Assessment and analysis report on stakeholders needs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
D1.2	Survey of STEPS related programmes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
D1.3	Best practices of MSc programmes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
D1.4	Report on the mechanisms for continuous stakeholders input	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>WP2</b>	<b>STEPS structure and courses design (USAMVB)</b>					
D2.1	Design of the MSc programme	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
D2.2	Selection of teaching staff and organization in working groups report	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
D2.3	Study visit report	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
D2.4	Design of STEPS Courses	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>WP3</b>	<b>Professional development of scientific staff (UHZ)</b>					
D3.1	Assessment of training needs reports	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
D3.2	Training seminars/guest lectures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Task in progress
D3.3	Continuous support and improvement of scientific background and teaching capacity of scientific staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Task in progress
<b>WP4</b>	<b>STEPS Development (UNSA)</b>					
D4.1	LMS platform	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
D4.2	STEPS courses	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
D4.3	Digitized educational material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Task in progress
<b>WP5</b>	<b>Development of infrastructures (UNBI)</b>					
D5.1	Teaching/learning environment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
D5.2	Research labs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
D5.3	Experiments/ simulations and training material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Task in progress
<b>WP6</b>	<b>STEPS application for official accreditation (MESC USK)</b>					
D6.1	STEPS application for accreditation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Task in progress

<b>WP7</b>	<b>STEPS implementation (UNBI)</b>					
<b>D7.1</b>	STEPS programme implementation plan report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Task in progress
<b>D7.2</b>	STEPS programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Task in progress
<b>WP8</b>	<b>Quality plan and evaluation of project progress (ReadLab)</b>					
<b>D8.1</b>	Quality plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>D8.2</b>	Internal evaluation reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Task in progress
<b>D8.3</b>	External evaluation reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Task in progress
<b>WP9</b>	<b>Dissemination/Exploitation (AUT)</b>					
<b>D9.1</b>	Dissemination/exploitation strategy report	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>D9.2</b>	Web site	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>D9.3</b>	Social media profile and dissemination material	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>D9.4</b>	Workshops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Finalized with the end of project
<b>D9.5</b>	Laboratory demonstrations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Finalized with the end of project
<b>D9.6</b>	Career office development/enhancement	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>D9.7</b>	Dissemination/exploitation reports	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

## **B. Quality Evaluation Results**

### **5 Meetings and Study visits in Bihac (November 2021)**

The Peja events (D3.2c, D10.4.3) were held as three days event in Bihac, in 23-25 November, 2020. Thirty eight (38) persons participated in the events. The most important outputs of the events were related to the:

- Detailed presentation of the STEPS project progress,
- Planning and finalization of preparatory activities with respect to the opening of the MSc programme at WB HEIs, in terms of infrastructures, equipment and the two types of laboratories developed in WB HEIs,
- Clarification and discussion on the accreditation procedures and planning of MSc programme delivery during the project lifetime,
- Organization of training seminars in topics related to that will offer the opportunity to faculty staff to exchange views and discuss critical aspects of sustainable food productions systems such as the circular economy dimension,
- Organize study visits to associated partners from the industry aiming to compare practices, share experiences and develop strong bonds with the outer environment of the project.

The meetings and events organized in Bihac has been evaluated based on the standard form, included in the Annexes of this report. Results are presented in the following figures.



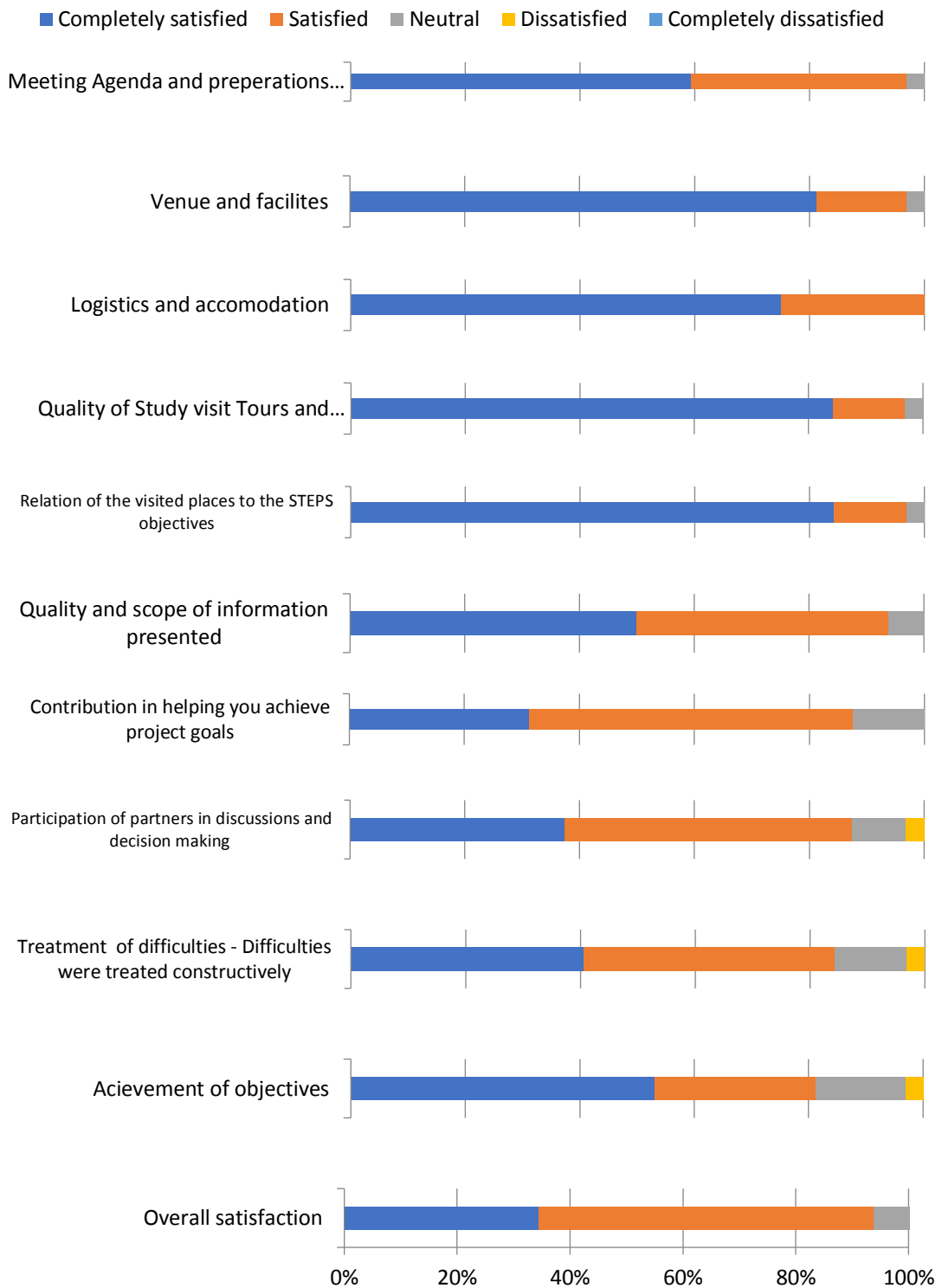


Figure 1. Evaluation of the meetings/events organized in Bihac.

## 6 STEPS Training Seminars

As already mentioned, a considerable number of training seminars were organized and delivered during the interim period of the project. During the pandemic and due to the mobility limitations imposed by the national authorities of the European and Western Balkans countries, the seminars were delivered online.

The full list of the training seminars organized within a period starting from the beginning of the project and extending to the end of the interim period of the project, i.e. December 2021 are presented in the Annexes of this report. Quality evaluation is organized in three main pillars: i) Expectations reached and linking with professional development of the faculty staff involved in the project or attended specific seminars, ii) Relevance and quality of the content presented in seminars and iii) opportunities to interaction and exchange of opinions and vies in the topics analyzed. The questionnaire used for the evaluation of the training seminars organized so far is included in the Annexes of this report. The results are presented in the following figures while representative comments of persons involved in the seminars are also presented with the aim to highlight the gains and the lessons learnt as well as the potential for improvement of the seminars planned to be organized at the last period of the project.

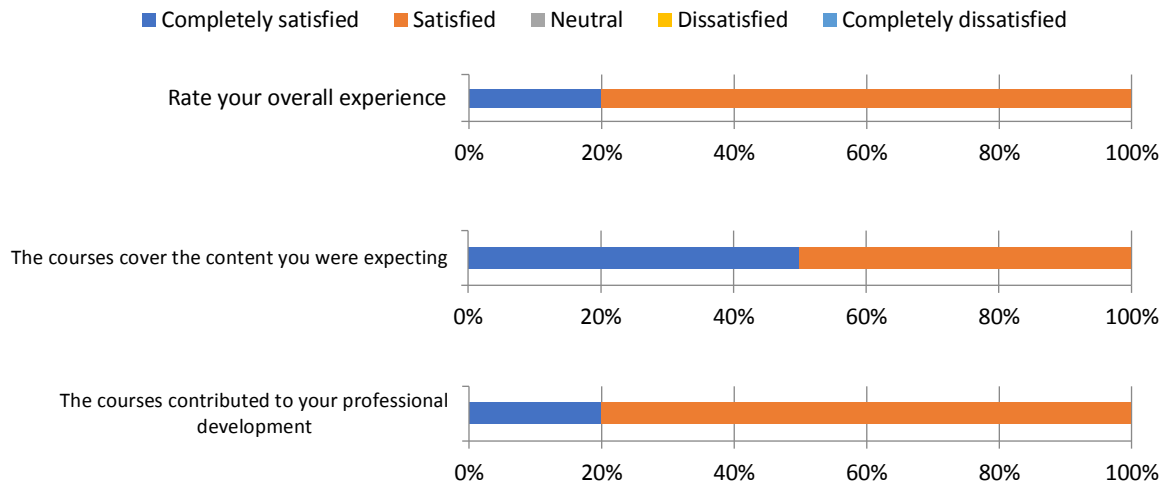


Figure 2. Evaluation related to the Overall Experience of Participants.

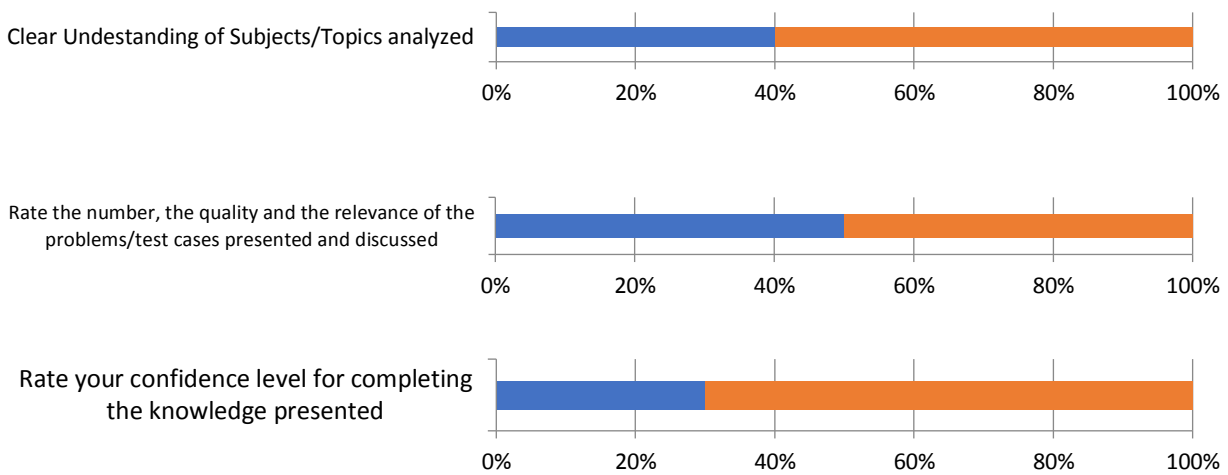


Figure 3. Evaluation related to the Individual Components of the Seminars.

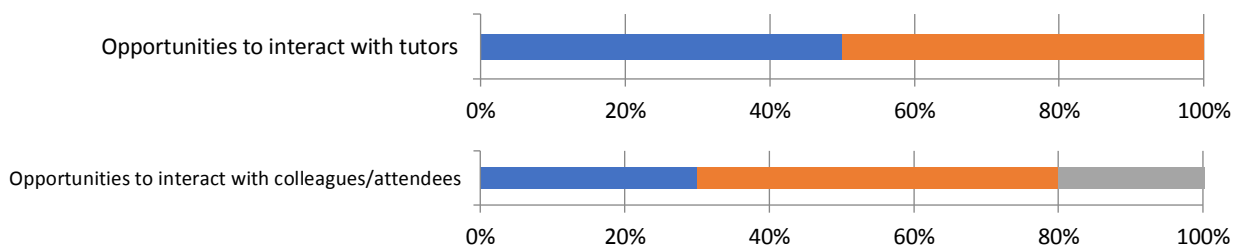


Figure 4. Evaluation related to interaction and exchange of Opinions/Views.

### Specific Comments

A. Comments on the quality and relevance of the topics analyzed during the Training Seminars. In which way seminars contributed to your professional development?

- *"The topics presented were actual and relevant to new challenges of agri-food systems, keeping in focus new trends and need of sustainability of food production systems."*
- *"The material presented was relevant and contributed to the improvement of the knowledge in the field of sustainable food systems."*
- *"New trends and needs were analyzed."*
- *"Topics dealt with contemporary issues on sustainable food production systems, and they brought insights from various countries."*
- *"Topics related to "Teaching Environmental Management at Post-graduate Level: Transferring Best Practices"; "Legislation and Standards Regarding Organic Agri-food Products"; "Improved Functional Food Products. A Review of Polyunsaturated Fatty Acids"; "Food Quality and Safety Management in Kosovo – An overview"; "Food Loss and Waste, the Consequences from Farm to Fork" were very interesting."*
- *"As a whole, training seminars as a whole raised my awareness of the problems related to modern food and agriculture aspects."*

B. Which part of the courses did you find the most useful and interesting?

- *"Both physical and online were interesting, but based on my background courses dealing to sustainability, sources of energy, waste, food quality, safety and security, etc., were most interesting and useful."*
- *"All the topics were interesting, with concrete examples and applicable interdisciplinary."*
- *"The ones focusing on the particularities of the countries involved."*
- *"Teaching Environmental Management at Post-graduate Level: Transferring Best Practices"; "Legislation and Standards Regarding Organic Agri-food Products."*
- *"The food ethics part."*
- *"The link of academia with the labor market"*

C. What were the main advantages and weaknesses of the seminars? Please provide specific comments and ideas for improvement.

- *"All seminars were of adequate quality".*
- *"Other topics from the experiences of HEIs partners should be presented."*
- *"Time is needed for more, practical demonstration".*
- *"The limited access to students."*
- *"The expertise of the tutor".*
- *"We had the opportunity to exchange ideas and good practices, in terms of organizing and setting up new study programs in this field of study!"*
- *"All subjects corresponded to the project requirements and learning needs in the partner countries."*

## 7 Internal Evaluation of the STEPS project

Internal evaluation was based on feedback questionnaires addressing three main pillars: i) Management and Communication, ii) Implementation and Cooperation and iii) Networking and dissemination/exploitation activities. For each of the above pillars, a series of questions have been utilized to address specific issues, related for example with the distribution of work and the cooperation of partners with respect to specific tasks and activities, the efficiency of the communication channels and the flow of information as well as the level at which stakeholders are engaged with the project activities and target groups are reached. The exact form of the questionnaire used for internal evaluation is included in the Annexes of this report.

Feedback was provided by all the persons involved in the project, including professors, project managers, postdoc researchers and students. With the aim to acquire the most conservative views regarding project overall progress, quality of tasks/activities and results feedback to questionnaires was submitted anonymously by utilizing Google-forms application. Results are presented in the figures below.

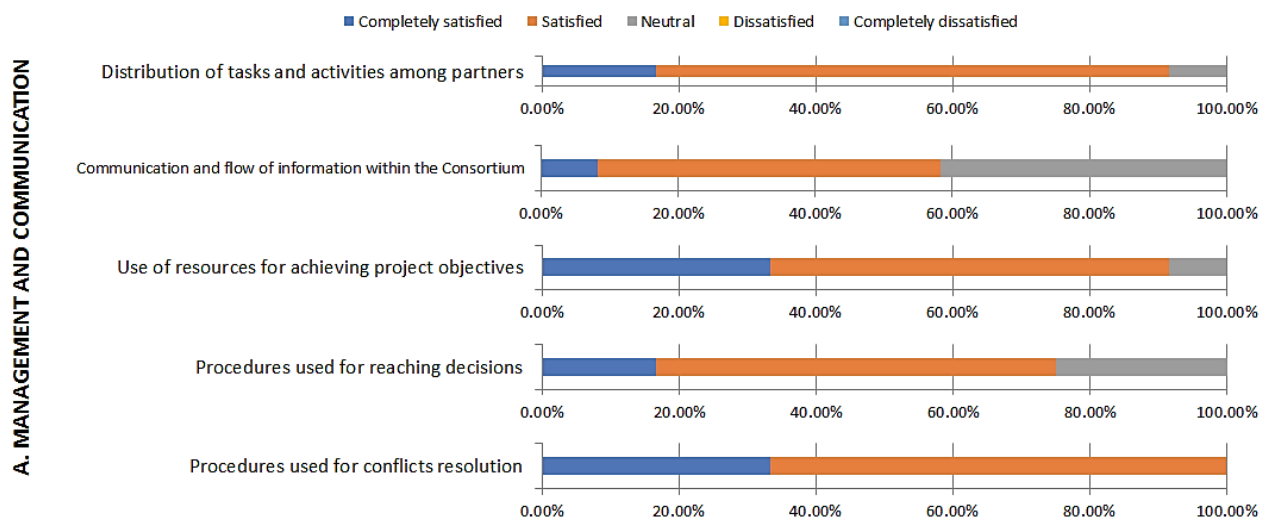


Figure 5. Internal evaluation of Management and Communication related issues.

**B. IMPLEMENTATION AND COOPERATION**

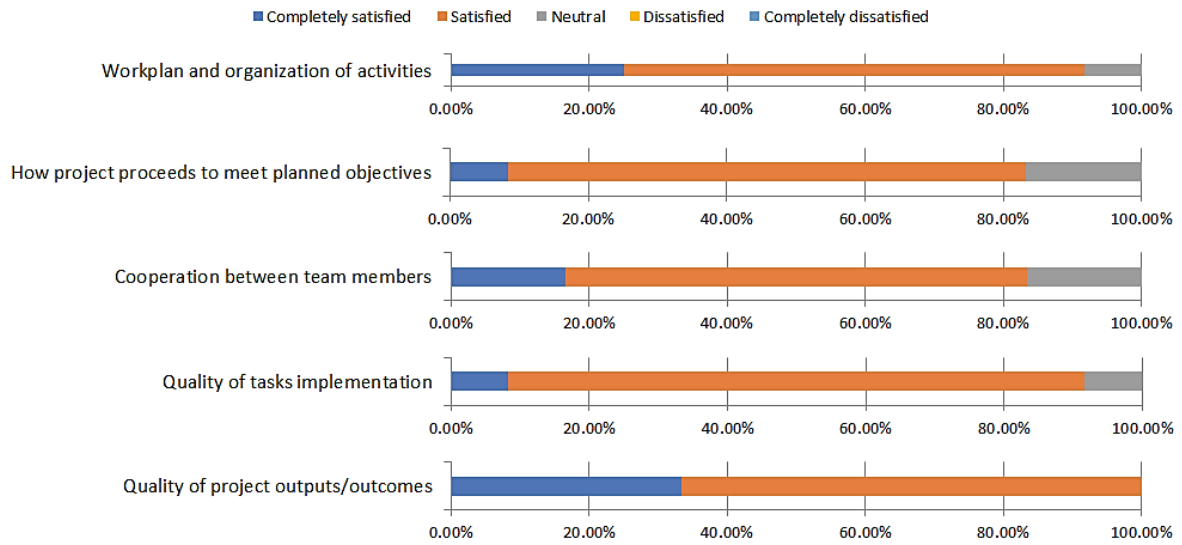


Figure 6. Internal evaluation of Implementation and Cooperation related issues.

**C. DISSEMINATION/EXPLOITATION**

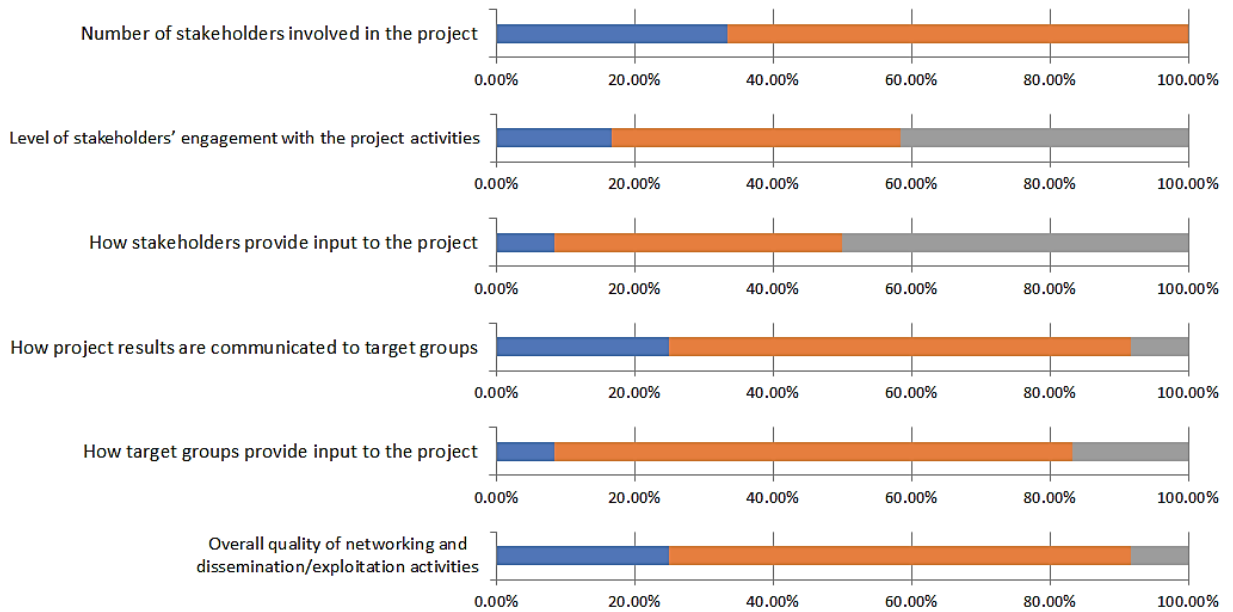


Figure 7. Internal evaluation of Networking and Dissemination/Exploitation related issues.

## **8 Specific comments, conclusions and suggestions for improvements**

Internal evaluation of project offered the partners with the opportunity to express their views regarding management and coordination, tasks implementation and cooperation as well as dissemination and exploitation activities. Partners used the additional space in questionnaires with the aim to provide more detailed feedback on specific issues, highlight issues that need to be taken into account for improvement and provide suggestions on how the consortium should respond in order to maximize the added value of the project results and outcomes. Partners highlighted the transformation of the project implementation due to the pandemic and the necessity of the use of digital tools for communication and collaboration. They admitted that the evolution of the pandemic had a strong influence on the operation of HEIs at large, increased dramatically the burden of teaching, considering in particular the time spent for preparatory activities before entering the class, such as for example the transformation of the whole teaching/learning material, the development of students activities and projects, so that it was not possible to avoid the postponing and finally, the delays in the implementation of the STEPS project tasks. It was however also mentioned that particular efforts should be made with the aim to minimize the effect of the pandemic in terms of communication and cooperation so its effect on project implementation is minimized.

## ANNEX A1. STEPS Project Important Dates

STEPS IMPORTANT DATES		
Date	Action	Comments
29/5/2020	Technical Implementation Report submitted to EU	
28/10/2020	Project Implementation "Good"	<i>Good (between 74 and 60 pts out of 100): The project progresses in accordance with its original work programme and timetable but some improvements could be made; the report gives clear information on all or nearly all of the evidence needed.</i>
30/11/2020	Additional information delivered to EU	
1/12/2020	Amendment Request	<i>Justification: " Kosovo partners didn't has in time the external evaluators from abroad for the accreditation process; while Ministry of Education in Albania, faced the same restrictions and preventive measures for COVID-19, and didn't permit the opening of new study programs of HEI s for this academic year, although our efforts, negotiations and hard work for preparation of the application."</i>
25/1/2021	Amendment agreed (one year extension)	<i>Details: The action shall run for 48 months as of 15-01-2019 ("the starting date of the action") and shall end on 14-01-2023.</i>



**ANNEX A2. STEPS Project Important Dates – Accreditation Procedures**

MSc ACCREDITATION - IMPLEMENTATION			
Partner's Acronym	Date	Action	Additional Information
<b>AUT - EUT JOINT MSc</b>	<b>February 2020</b>	Submission of documents (1st phase application)	<p>AUT and EUT will offer a master program with two years program, with 120 ECTS, each module with 6 ECTS, teaching will be done in three semesters, while in the 4th semester professional practice and MSc thesis will be done. The teaching will be in the HEI that could cover courses based on their expertise:</p> <p>Agricultural University of Tirana will be responsible for delivering the food engineering, quality and safety courses, while European University of Tirana will be responsible for delivering the management in food production systems courses. Documents Requested in the 1st phase: Description of STEPS master program, aim, objectives etc.; Justification based on empirical data for the necessity of opening a new master in “Sustainable Food Production Systems” in Albania; Strengths , weaknesses and opportunities that STEPS master program has to offer; STEPS curricula, ECTS, academic staff of AUT and EUT that are going to be involved in STEPS master etc.; HEIs (AUT and EUT) infrastructure , laboratories, libraries etc.; Financial Modalities; Market Analysis; General and specific Agreement between AUT and EUT for the opening of a joint master in “ Sustainable Food production Systems”</p>
	<b>March 2020</b>	Ministry of Education first evaluation	Clarification on ECTS, other modalities of offering jointly, financial modalities
	<b>April 2020</b>	Submission of documents (2nd phase application)	Department Proposal, the decision of the Academic Senate and the Board of Administration; Financial documentation (invoice for study program evaluation), full list of full-time and part-time academic staff for the study program, teaching load and form of employment, as well as the relevant academic title and scientific degree; employment contracts with staff scheduled to be engaged full time, or certification by the rector on the categories of academic staff, and the duration of the contract with or

### Deliverable 8.2 Internal Evaluation Report

		without a fixed term; Evidence proving education and qualifications, titles and degrees (photocopy). The documentation on the study programs, completed in all its elements, in implementation of the DCM no. 41, dated 24.1.2018 "On the elements of the study programs offered by the institutions of higher education" amended, is as follows: study program regulations; (joint teaching regulations); learning plans; subject programs (syllabi) signed by the heads / professors Accreditation act of the partner institution; Type and model of diploma (double, multiple, joint), approved by the HEI
<b>July 2020</b>	External evaluators report	Completion and verification of the documentation for the opening of the second cycle program, Master of Science in "Systems of sustainable food production", according to the evaluation report of external experts. I. OFFER STUDY PROGRAMS; II. ORGANIZATION, MANAGEMENT AND ADMINISTRATION OF STUDY PROGRAMS; IV. HUMAN RESOURCES, FINANCIAL, INFRASTRUCTURE, LOGISTICS FOR THE IMPLEMENTATION OF THE STUDY PROGRAM
<b>September 2020</b>	Informed about Negative Decision	
<b>September 2021</b>	AUT and EUT Resubmission	First phase of resubmission with some differences compared to 2020 application. AUT and EUT will offer a master program with two years program, with 120 ECTS, each module with 5 ECTS, teaching will be done in three semesters, while in the 4th semester MSc thesis will be done. Modification compared to application in 2020 include new professors, market analysis, new infrastructures etc.
<b>March 2022</b>	Official Notification - MSc programme approval (1st phase)	
<b>March 2022</b>	AUT and EUT Final documents submitted	HEI's first must apply and open the new study programme, start with the implementation procedures (enrolment of students, development of courses, etc.) and after that they can apply for accreditation of the study programme.
<b>December 2022</b>	Application for Official Accreditation	After the approval of STEPS MSC Study Program from the Albanian Ministry of Education and beginning of the first semester, during academic year 2022-2023, AUT-EUT will apply for the accreditation of the study program during December 2022, before the life of the project.

MSc ACCREDITATION - IMPLEMENTATION			
Partner's Acronym	Date	Action	Additional Information
UNBI	January 2020	1st phase submission	<b>Documents for the establishment and licensing process of the MSc STEPS:</b> <ul style="list-style-type: none"> <li>• SCIENTIFIC TEACHING COUNCIL DECISION on appointment of the Committee for developing MSc STEPS,</li> <li>• Evaluation of the UNBI Center for quality insurance policy and internal evaluation,</li> <li>• SENATE DECISION on establishment of the study program MSc STEPS,</li> </ul> (Documents in Bosnian and English are available at <a href="http://www.btf.unbi.ba">www.btf.unbi.ba</a> )
	June 2020	End of licensing process	<b>Documents for the establishment and licensing process of the MSc STEPS:</b> <ul style="list-style-type: none"> <li>• Approval for establishment of MSc STEPS issued by Ministry of education science culture and sport of Una Sana Canton "MONSK"</li> </ul> (Documents in Bosnian and English are available at <a href="http://www.btf.unbi.ba">www.btf.unbi.ba</a> )
	Academic year 2020-2021	MSc programme implementation	<b>Documents related to the STEPS programme delivery and implementation at the UNBI:</b> <ul style="list-style-type: none"> <li>• Initiation of the procedure for announcing the competition for enrollment in STEPS</li> <li>• Competition for enrollment of students in MSc STEPS</li> <li>• Teacher engagement at MSc STEPS</li> <li>• Procedures for organizing classes at the STEPS MSc</li> </ul> (About 40 documents related to the delivery and implementation of the MSc STEPS program at UNBI are available on STEPS Google Drive under D7.2. Steps Program Delivery folder).
	October 2021	Start of the accreditation procedure	According to the law and rules of the University of Bihać, the process of accreditation of the study program begins after the end of the initial / first year of study. UNBI has initiated the accreditation process for MSc STEPS in October 2021. A Committee has been formed and internal self-evaluation is currently in the process.
	September 2022	Application for External Evaluation	In September 2022, the University of Bihać will apply for external evaluation through MESCS-USK.
	First-half of 2023	Official Accreditation	According to time planning of faculty staff

MSc ACCREDITATION - IMPLEMENTATION			
Partner's Acronym	Date	Action	Additional Information
<b>UNSA</b>	<b>January 2020</b>	1st phase application / licensing	Documents content: Quality and relevance of the program, Genetal Information, Study program analysis, Courses detailed descriptions, Brief biographical notes of the faculty staff involved in the program.
	<b>May 2020</b>	End of licensing process	
	<b>August - September 2020</b>	Students Enrollment	
	<b>Oct-20</b>	MSc programme starts	
	<b>Academic year 2020-2021</b>	1st year implementation	
	<b>August - September 2021</b>	Students Enrollment (2nd generation)	
	<b>October 2020</b>	MSc programme starts (Second year implementation)	
	<b>Academic year 2021-2022</b>	2nd year implementation	
	<b>Autumn/Winter 2022</b>	Internal Evaluation	According to time planning of faculty staff
	<b>First half of 2023</b>	Extenal Evaluation	According to time planning of faculty staff
<b>Middle 2023</b>	Official Accreditation	According to time planning of faculty staff	

MSc ACCREDITATION - IMPLEMENTATION			
Partner's Acronym	Date	Action	Additional Information
<b>UHZ - UC JOINT MSc</b>	<b>December 2020</b>	MOU signed by HEIs for Joint MSc in national level	
	<b>October 2020</b>	Application for accreditation (1st phase)	
	<b>January 2021</b>	Submission of self-evaluation report to the national agency	
	<b>March 2021</b>	Evaluation of the MSc programme by External Experts	
	<b>April 2021</b>	Decision on Accreditation	
	<b>September 2021</b>	Announcement for students' enrollment	
	<b>October 2021</b>	Beginning of the MSc programme with 25 students per HEI	

## ANNEX B. Indicators of Successful Implementation

STEPS Results	Indicators of progress
<b>WP1 Connection of STEPS with the World of Work, the Social and the Economic Environment</b>	
<p><b>D1.1</b> Assessment and analysis report on stakeholders needs</p> <p><b>D1.2</b> Survey of STEPS relevant programmes</p> <p><b>D1.3</b> Best practices of MSc programmes</p> <p><b>D1.4</b> Report on the mechanisms for continuous stakeholders' input</p>	<ul style="list-style-type: none"> <li>• Organizations contacted (over 200)</li> <li>• Questionnaires delivered, acquired, and processed (200)</li> <li>• Interviews of key stakeholders (over 40)</li> <li>• Visits and round tables for stakeholders (over 30)</li> <li>• Variety of diverse opinions expressed</li> <li>• Relevant MSc programmes analyzed (over 100)</li> <li>• Best practices reported (25)</li> <li>• Stakeholders convinced to engage with project activities</li> <li>• Standard mechanisms established for continuous contribution and communication</li> </ul>
<b>WP2 STEPs Structure and Courses Design</b>	
<p><b>D2.1</b> Design of the MSc programme</p> <p><b>D2.2</b> Selection of teaching staff and working groups development</p> <p><b>D2.3</b> Study visit report</p> <p><b>D2.4</b> Design of STEPS Courses</p>	<ul style="list-style-type: none"> <li>• Faculty members joining the study visit (over 25)</li> <li>• ICT-based teaching/learning environments utilised/demonstrated (over 10)</li> <li>• Courses designed based on ECTS (all)</li> <li>• STEM subjects and innovative concepts included/analysed in the content of courses</li> <li>• Quality of scientific and educational approaches demonstrated/discussed, analysed and adopted</li> </ul>
<b>WP3 Professional Development of Scientific Staff</b>	
<p><b>D3.1</b> Assessment of training needs reports</p> <p><b>D3.2</b> Training seminars/guest lectures</p> <p><b>D3.3</b> Continuous support and improvement of scientific background and teaching capacity of scientific staff</p>	<ul style="list-style-type: none"> <li>• Scientific staff participation in seminars and lectures (over 40)</li> <li>• Level and quality of collaboration and synergies developed between consortium partners</li> <li>• Scientific articles prepared/published (5 per year and per HEI)</li> </ul>
<b>WP4 STEPS Development</b>	
<p><b>D4.1</b> LMS platform</p> <p><b>D4.2</b> STEPS courses</p> <p><b>D4.3</b> Digitised educational material</p>	<ul style="list-style-type: none"> <li>• Quality of the educational platform (Design and appropriateness of the educational environment)</li> <li>• Quality of educational material and tools</li> <li>• Level and quality of collaboration between consortium partners</li> </ul>
<b>WP5 Development of infrastructures</b>	
<p><b>D5.1</b> Teaching/learning environment</p> <p><b>D5.2</b> Research labs</p> <p><b>D5.3</b> Experiments/ simulations and training material</p>	<ul style="list-style-type: none"> <li>• Experimental devices/software licenses purchased (over 15)</li> <li>• Experimental/software-based exercises and projects by utilising new equipment</li> <li>• Quality and relevance of experiments/simulations</li> </ul>
<b>WP6 STEPS application for accreditation</b>	
<p><b>D6.1</b> STEPS application for accreditation</p>	<ul style="list-style-type: none"> <li>• Accreditation of the STEPS programme</li> </ul>
<b>WP7 STEPS Implementation</b>	

<b>D7.1</b> STEPS programme implementation plan report <b>D7.2</b> STEPS programme	<ul style="list-style-type: none"> <li>• Students joining the MSc programme (25 per HEI)</li> <li>• Students' expectations achieved</li> <li>• Students' performance</li> </ul>
<b>WP8 Quality plan and evaluation of project progress</b>	
<b>D8.1</b> Quality plan <b>D8.2</b> Internal evaluation reports <b>D8.3</b> External evaluation reports	<ul style="list-style-type: none"> <li>• No of internal evaluation reports</li> <li>• No of external evaluation reports</li> <li>• Internal quality evaluation of deliverables</li> </ul>
<b>WP9 Dissemination/Exploitation</b>	
<b>D9.1</b> Dissemination/exploitation strategy report <b>D9.2</b> Web site <b>D9.3</b> Social media profile and dissemination material <b>D9.4</b> Workshops <b>D9.5</b> Laboratory demonstrations <b>D9.6</b> Career office development/enhancement <b>D9.7</b> Dissemination and Exploitation Reports	<ul style="list-style-type: none"> <li>• Volume and quality of dissemination activities/material</li> <li>• Stakeholders present in workshops, laboratory demonstrations (at least 50 per workshop)</li> <li>• Stakeholders' presence/involvement in open discussions, face to face meetings, round tables</li> <li>• Stakeholders' expectations achieved by workshops</li> <li>• Volume and quality of data collected and processed during after workshops/demonstrations/meetings</li> <li>• Internships/scholarships organized</li> <li>• Memoranda and contracts signed,</li> <li>• Co-funding schemes identified</li> <li>• HEIs perception in the society at large and enhancement of their role in reforms in education and social and economic development</li> </ul>

**ANNEX C. STEPS Project Training Seminars Sessions**

Session No	Date	City/Country	Thematic Areas
1	10-14 Sep 2019	Peja/Kosovo	1."Social and cultural context of food (social pillar of sustainability)" presented by Prof. Michal Lošťák, (CULS) 2."The use of ICT solutions in lab courses" presented by Prof. Catherine Marinagi (AUA) 3."Practices for students engagement - Enriching the learning experience in managerial courses" presented by Prof. As. Giannis Tsoulfas (AUA) 4."Prevention of pollution in food industry" presented by Prof. Zlatan Saric, (UNSA) 5."Sustainable food and environment perceptions" presented by PhD. Elena Kokthi (UET) 6."Developing an integrated syllabus using XXI skills" and "Developing teaching resources to keep students awake" presented by Mr. Uran Raci (UC) 7."Experiences with studying master on Food systems" presented by Dr. Toma Uhnak (CULS)
2	10-14 Dec 2019	Sarajevo/Bosnia-Herzegovina	8."Teaching Environmental Management at Post-graduate Level: Transferring Best Practices" [Dr. Yannis MOUZAKITIS, Read Lab] 9. "Legislation and Standards Regarding Organic Agri-food Products" (Prof. dr. Gheorghe Valentin ROMAN, USAMVB) 10."Improved Functional Food Products. A Review of Polyunsaturated Fatty Acids" [Suzana JAHIC, UNBI] 11."Food Quality and Safety Management in Kosovo – An overview" [Agim RYSHA, UHZ] 12."Food Loss and Waste, the Consequences from Farm to Fork" [Renata KONGOLI, Luziana HOXHA, Enkelda BERBERI, AUT]
3	25-26 Feb 2021	STEPS Online Sessions	13."Food Ethics" - CULS/Prof. Dr. Michal Lošťák 14."STEPS LMS Platform 1st training seminar"- [Mr. Kostika Gorica, Service provider]
4	16-Apr-21		15."Food legislation/ Governance, policy and legislation in the agri-food sector"- USAMVB/ Assoc. Prof. PhD. Toader Maria, Prof.PhD. Roman Gheorghe Valentin, Lect.PhD. Mirela Elena Dusa
5	23-Apr-21		16."Fundamentals of food production systems, Sustainable food production systems, Introduction to sustainability" - USAMVB/Assoc. Prof. PhD. Toader Maria, Prof.PhD. Roman Gheorghe Valentin, Lect.PhD. Mirela Elena Dusa, Prof.PhD. Ion Viorel
6	14-May-21		17. "Low Input Agriculture" - USAMVB/Assoc. Prof. PhD. Toader Maria, Prof.PhD. Roman Gheorghe Valentin, Eng.dr. Andrei Radu-Popovici
7	21-May-21		18."An ethical approach of organic agriculture - strategy to feed the world, to protect natural ecosystems and save biodiversity" - USAMVB/Prof. PhD. Roman Gheorghe Valentin
8	4-Jun-21		19. "Sustainable food value chain management; Introduction to supply chain; Sustainable management; - AUA/Prof. Ass. Giannis Tsoulfas 20. "Total Quality Management in the Agri-Food Sector" - USAMVB/Assoc. Prof. PhD. Toader Maria, Prof.PhD. Roman Gheorghe Valentin, Lect.dr. Sonea Cosmin, Lect.PhD. Ionescu Alina Maria 21."Traceability systems of food products and HACCP system" - USAMVB/Assoc. Prof. PhD. Toader Maria, Prof.PhD. Roman Gheorghe Valentin, Lect.dr. Sonea Cosmin, Lect.PhD. Ionescu Alina Maria 22. "Data analysis and decision making" - AUA/Katerina Marinagi
9	30-Jun-21		23. "Energy problems in the present world. Agricultural and food industry waste management" - USAMVB/Prof. PhD. Roman Gheorghe Valentin
10	22-26 Nov 2021		Bihac/Bosnia-Herzegovina

### ANNEX D. Meetings/Events Evaluation Form

Meeting Name					
Date					
Place					
Hosting Organisation					
Date of submission					
Project Meeting/Event Quality Criteria					
How satisfied are you:	Completely satisfied	Satisfied	Neutral	Dissatisfied	Completely dissatisfied
with the preparations made to organize the meeting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
with venue arrangements and accommodation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
with support (meeting rooms, equipment) provided during the meeting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
with the participation of project partners in discussions and decision making?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
with the structure of the agenda (subjects/issues covered)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
with the time assigned to the discussion of important issues?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
with the scope of information presented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
with the meeting's overall value in helping you achieve project goals?					
with the quality of the overall meeting					

What were the strengths of this meeting?

What were the weaknesses of this meeting?

Ideas for improving project meetings / Other Comments



### ANNEX E. Training Seminars Evaluation Form

Training Seminars Evaluation Questions	Completely satisfied	Satisfied	Neutral	Dissatisfied	Completely dissatisfied
<b>A. Overall Experience</b>					
Rate your overall experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The courses cover the content you were expecting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The courses contributed to your professional development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Please comment on the quality and relevance of the topics analyzed during the Training Seminars. In which way seminars contributed to your professional development.</i>					
<b>B. Assessment of Individual Components</b>					
<i>How satisfied are you with:</i>					
Your understanding and knowledge improvements related to the subject/topics analyzed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The number, the quality and the relevance of the problems/test cases presented and discussed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The confidence level for completing the knowledge presented in the seminars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Which part of the courses did you find the most useful and interesting?</i>					
<b>C. Interaction and Exchange of Opinions/Views</b>					
You were provided with many opportunities to interact with your tutors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
You were provided with many opportunities to interact with fellow students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>What were the main advantages and weaknesses of the seminars? Please provide specific comments and ideas for improvement.</i>					

### ANNEX F. Internal Project Evaluation Form

Internal Project Quality Criteria	Completely satisfied	Satisfied	Neutral	Dissatisfied	Completely dissatisfied
<b>D. Management and Communication</b>					
<i>How satisfied are you with:</i>					
The way the activities and tasks are distributed among partners?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The communication and information flow within the consortium?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The use of resources for achieving project objectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The procedures used for reaching decisions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The conflict-resolution procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Please provide feedback for improving management and communication related issues</i>					
<b>E. Implementation and Cooperation</b>					
<i>How satisfied are you with:</i>					
The work plan and the organisation of the activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The way the project proceeds to meet the planned objectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The cooperation among team members?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The quality of tasks implementation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The quality of project outputs/outcomes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Please provide feedback for improving implementation and cooperation related issues</i>					
<b>F. Dissemination/Exploitation</b>					
<i>How satisfied are you with:</i>					
The number of stakeholders involved in the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The level of stakeholders' engagement with the project activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The way stakeholders provide input to the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
With the way project results are communicated to target groups?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
With The way target groups provide input to the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
With the overall quality of networking and dissemination/exploitation activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

