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PACTUM

*Projecting Academic Capacities with Tunisian Universities
through Master courses*

*Projeter les capacités académiques avec les universités tunisiennes
à travers des cours de Master*

Quality Manual

Lead institution: University of Siena (USIENA), consortium coordinator

Project duration: 36 months

WP5 leader: University of Granada (UNGR)

Responsible for the document: University of Granada (UNGR)

Proposed Revision/Version Control:

Version	University	Date	Modifications made
1	UNIGR	July 2021	Indicator "General level of satisfaction of administrative staff" was add in WP 3 and 4 (table 2/table 4).
2	UNIGR	June 2022	
3	UNIGR	December 2022	
4	UNIGR	June 2023	

Note: Although the Quality Manual must be ready by the end of July 2021, there will be two revisions and updates per year during the project.



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1. Presentation

The monitoring, follow-up and evaluation of the PACTUM project will be carried out from an internal and external perspective and based on the principles of formative and summative evaluation.

This manual contains the procedures, actions, indicators and tools for monitoring the internal quality of the project; thus ensuring that it is properly implemented and that all conditions for achieving the objectives are met. This manual covers all the actions developed in the framework of this project, from beginning to end.

The development of the systematic approach envisaged in this manual will allow regular monitoring of the Project, providing essential information by which managers in charge of management can identify challenges and solutions and measure progress.

The actions and procedures contained in this System are in line with the criteria and guidelines for quality assurance in the EHEA established by the European Association for Quality Assurance in Higher Education (ENQA) and European Standards and Guidelines (ESG).

This document develops the Quality Assurance WP5 and has to be approved by the project coordination team and by each coordinating university of each WP.

2. Structure of the Quality Assurance System

The monitoring and quality assurance of this project is the responsibility of all partner universities. UNIGR will be responsible for providing monitoring and evaluation tools, in particular for monitoring the achievement of project milestones and indicators. Partners will be responsible for: agreeing in writing on the proposed methodologies and tools; completing the partner survey if necessary; collecting evaluation and quality data; discussing and reviewing intermediate results during Master & Summer School and quality assurance/control exercises.

However, a **Quality Assurance Commission** will be set up with the technical support of USIENA and UNIGR. This commission must be approved by the project coordination team and by each coordinating university of each WP. This commission will be the body responsible for the implementation of all the procedures and actions established in this quality system for the different WPs.



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Institution	Procedures/ Actions	WP Leadership	Responsible
USIENA	Management	Chair WP7: Operational and financial management, problem solving and coordination	Luca Verzichelli
UNIMED	Preparation	WP1: Needs analysis / Best practice inventory	Silvia Marchionne
UMON	Development	WP2: Design of the Summer School and the Master Course	Christopher Roux
UCAR USF		WP3 : Summer School	Issam Ben Hassen / Do garguri
US UTM		WP4: Master	<u>Lotfi Tarchouna</u> Asma Nouira
UNIGR	Quality Plan	WP5: Quality Assurance	Guadalupe Martinez
UNIK	Dissemination	WP6: Dissemination (Pactum official website / Social networks)	Mohamed Sahbi Charradi

The functions of this commission are as follows:

- Coordination of all activities and tasks related to the monitoring and evaluation of the implementation of the Work Plan from a quality assurance perspective;
- Develop and update the quality management manual, including the indicator dashboard and the evaluation management tool;
- Promote the creation of a document manager that facilitates the collection and storage of indicator data;
- Collect the necessary information from partners (use of questionnaires and forms);
- Analyze the data and develop two quality assurance reports (follow-up and final);
- Propose actions in case of deviation;
- Save the minutes of the various meetings celebrated



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3. Information Management

An online document manager linked to the project will be created. Each partner university and coordinator of each WP must provide and update the information required by the indicators that make up this system.

4. Approach

In order to ensure the periodic quality control of the project, this committee will meet once a year. During this annual meeting, the development of the different actions that integrate the WPs will be analyzed, taking as reference the monitoring indicators established in each of them, identifying good practices and shortcomings that need to be corrected and alerting to risks. The monitoring reports resulting from these analyzes will be made available to all Project partners in order to make the relevant decisions.

Proposed schedule and content of meetings:

Date	Assessment of indicators	Identification of deficits	Proposed solution
June 2022	Result of the first meeting of the Quality Assurance Commission: https://docs.google.com/document/d/1MCUv-WtVdGRJTUOX8qjzpWDOxwQtXDr6/edit?usp=sharing&oid=117418976962746290952&rtpof=true&sd=true		
January 2023			
November 2023			



5. Indicators

The quality management of the PACTUM project will be carried out on the basis of a set of development and outcome indicators. These indicators, quantitative and qualitative, allow the monitoring of the project and determine the level of achievement of objectives and activities.

The following table presents the planned indicators (which are further developed in Table 4 and Table 5 in Section 8 of this Handbook). The persons in charge of the quality commission of each WP may add others in collaboration with the persons in charge of WP5 (UNIGR).

Table 3	
DEVELOPMENT/RESULTS INDICATORS (WP*)	
WP1	WP 1.1. Launch of the needs analysis study
	WP 1.2. % of Tunisian partner/non-partner universities involved in the preparation of the report
	WP 1.3. Publication of the results report on the website
	WP 1.4. Usefulness. Level of satisfaction with the report
	WP 1.5. Presentation of the report to the Tunisian Ministry of Higher Education
	WP 1.6. Catalog of good practices in social, political and behavioral sciences
	WP 1.7. % of partner/non-partner universities involved in the preparation of the catalog
	WP 1.8. Publication of the results report on the website
	WP 1.9. Usefulness. Level of satisfaction with the catalog
	WP 1.10. Presentation of the catalog to the Tunisian Ministry of Higher Education
	WP 1.11. Position paper on policy reforms at the academic level
	WP 1.12. % of partner/non-partner universities that have signed the document
	WP 1.13. Publication of the document on the website
	WP 1.14. Presentation of the position paper to the Tunisian Ministry of Higher Education



WP2	WP 2.1. Creation of the scientific committee
	WP 2.2. Number of meetings for the preparation of the master's study plan/summer course
	WP 2.3 Adequacy of the curriculum to the programmed competencies and objectives (qualitative study)
	WP 2.4. Development and evaluation of preparatory documents (master/summer school information package)
	WP 2.5. Development and evaluation of preparatory documents (recruitment strategy guidelines)
	WP 2.6. Development and evaluation of preparatory documents (professor work package)
	WP 2.7. Number of coordination meetings between teachers (before, during and after the course)
	WP 2.8. Development of coordination documents for teachers
WP3	WP 3.1. Clarity of publicity (interest, recipients, program, timetable, application procedure, selection criteria, certification)
	WP 3.2. List of students applying for the programme and the number of places available
	WP 3.3. % of students in relation to profiles (young graduates, civil servants, academic staff, civil society)
	WP 3.4. % of students who complete their studies
	WP 3.5. % of master's theses defended
	WP 3.6. Creation of a graduate association
	WP 3.7. General level of student satisfaction
	WP 3.8. General level of teacher satisfaction
	WP 3.9. General level of satisfaction of administrative staff
W4	WP 4.1. Clarity of advertising (interest, recipients, program, timetable, application procedure, selection criteria, certification)
	WP 4.2. List of students applying for the programme and the number of places available
	WP 4.3 % students compared to profiles (young graduates, civil servants, academic staff, civil society)
	WP 4.4. % of students who complete their studies
	WP 4.5. Existence of complaints and suggestions management procedures
	WP 4.6. General level of student satisfaction
	WP 4.7. General level of teacher satisfaction
	WP 4.8. General level of satisfaction of the public actors and the administration involved
	WP 4.9. General level of satisfaction of administrative staff
WP5	WP 5.1. Adoption of the quality plan
	WP 5.2. Establishment of the Quality Assurance Commission
	WP 5.3. Number of meetings of the Quality Assurance Commission
	WP 5.4 Participation in the Quality Assurance Commission



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	WP 5.5. Preparation of participant satisfaction questionnaires for WP 3/4 activities
	WP 5.6. Quality analysis of the deliverables of the different WPs
	WP 5.7. Intermediate quality analysis report
	WP. 5.8. Implementation of the recommendations of the intermediate Report quality analysis
	WP 5.9. Final report
WP6	WP 6.1. Creation of a web space
	WP 6.2. The WEB space offers complete information (all sections are up to date)
	WP 6.3. Usage. Number of visits to the website
	WP. 6.4. Create a Facebook account
	WP. 6.5. Usage. Number of followers
	WP.6.6. Commitment. Number of comments/ likes /shares
	WP.6.7. Create an Instagram account
	WP.6.8. Use. Number of followers
	WP. 6.9. Commitment. Number of comments/ likes /shares
	WP 6.10. Communication strategy report
WP7	WP 7.1 Number of Assembly meetings
	WP 7.2 Number of meetings between technical teams
	WP 7.3. Project management manual
	WP 7.4 Control and monitoring plan
	WP 7.5 Internal annual reports
	WP 7.6 Organization of the kick-off meeting
	WP 7.7 Organization of scheduled meetings (online and face-to-face)
	WP 7.8 Organization of the final conference
	WP 7.9 Management of coordination issues
	WP 7.10 Final report
<p>(*) Name of work packages: WP1: Needs analysis and good practices WP2: Planning of summer and master courses WP3 : Summer school WP4: Master WP5: Project quality plan WP6: Dissemination and exploitation strategy WP7: Operational and financial management, problem solving and coordination</p>	



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6. Source of information

- Students
- Professors
- WP leaders
- Technical teams
- The website
- Social networks
- University institutional documents
- Social actors/public administration

7. Tools

A range of assessment tools will be used to obtain the necessary information and will vary according to the WP and the task to be assessed:

- Reports
- Satisfaction questionnaires
- Focus group
- Literature review
-

8. WP Management Assessment Tool

In order to facilitate and improve the follow-up of the development of each WP, as well as its quality control, we propose the use of the following tool:

Table 1: Grid for general management

Table 2: Grid for monitoring indicators



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General Management

Table 4

ACTIONS IN EACH WP	Partners Responsible	Responsible for follow-up	Timeline			Remarks
			At first	Followed	Final	
WP 1.1	UNIMED	Eugenio Platania	May 2021	July 2021	September 2021	Activity completed. Two questionnaires were created and sent out in order to collect the information needed for the analysis. A first questionnaire was sent to the Tunisian partners and the second questionnaire was sent to the public universities and to the non-partner public universities. In September a focus group was organized to discuss the results of the questionnaires.
WP 1.2	UNIMED	Eugenio Platania	May 2021	July 2021	September 2021	Activity completed.
WP 1.3	UNIMED	Eugenio	October 2021	December	January 2022	The report was presented and approved



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		Platania		2021		during the partners' meeting on December 18, 2021. Publication of the report planned for January 2022
WP 1.4	UNIMED	Silvia Marchionne	October 2021	December 2021	January 2022	Publication of the report planned for January 2024
WP 1.5	UNIMED	Silvia Marchionne	October 2021	December 2021	January 2022	Dissemination of the report to the Ministry after publication.
WP 1.6	UNIMED	Eugenio Platania	October 2021	December 2021	January 2022	Activity completed. The collection of good practices was done with the questionnaires and the discussion group.
WP 1.7	UNIMED	Eugenio Platania	May 2021	July 2021	September 2021	Activity completed
WP 1.8	UNIMED	Eugenio Platania	January 2022	January 2022	January 2022	Publication of the report planned for January 2022
WP 1.9	UNIMED	Silvia Marchionne	October 2021	December 2021	January 2022	
WP 1.10	UNIMED	Silvia Marchionne	January 2022	February 2022	February 2022	
WP 1.11	UNIMED	Silvia Marchionne	June 2022	September 2022	December 2022	Publication of the report planned for December 2022
WP 1.12	UNIMED	Silvia	June 2022	September	December	



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		Marchionne		2022	2022	
WP 1.13	UNIMED	Silvia Marchionne	December 2022	December 2022	December 2022	Publication of the report planned for December 2022
WP 1.14	UNIMED	Silvia Marchionne	December 2022	January 2023	January 2023	Dissemination of the report to the Ministry after publication.
WP 2.1	UMOM	Christopher Roux	June 2021	June 2021 (Summer Courses)	September 2021	Creation of the scientific committee with confirmation of participation of individual members on June 21 2021.
WP 2.2	UMON	Christopher Roux	June 2021	September 2021 (Summer Courses)	June 2023	Several formal meetings of the scientific committee + informal coordination meetings between UMON and partners in Tunisia and in the EU.
WP 2.3	UMON	Christopher Roux	June 2021	December 2021 (Summer Courses)	September 2023	Ex-post study of the first session of the PACTUM summer schools for USIENA-UMON report.
WP 2.4	UMON	Christopher Roux	September 2021	December 2021 (Summer Courses)	September 2023	Combined with WP 2.3
WP 2.5	UMON	Christopher Roux	September 2021	December 2021 (Summer	September 2023	Combined with WP 2.3



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				Courses)		
WP 2.6	UMON	Christopher Roux	September 2021	December 2021 (Summer Courses)	September 2023	Combined with WP 2.3
WP 2.7	UMON	Christopher Roux	September 2021	December 2021 (Summer Courses)	September 2023	6
WP 2.8	UMON	Christopher Roux	September 2021	December 2021 (Summer Courses)	September 2023	Combined with latest WP 2.7 meetings
WP 3.1	UCAR		October 2021 (edition 1)	October 2022	October 2023	
WP.3.2	UCAR		October 2021 (edition 1)	October 2022	October 2023	The report on the first edition of the summer school is recorded in the following internal document: https://docs.google.com/document/d/1tuahjhEdirNty-YPM4ksT36UHDV3k5Pj/edit?usp=sharing&ouid=117418976962746290952&rtpof=true&sd=true



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WP.3.3.	UCAR		October 2021 (edition 1)	October 2022	October 2023	
WP 3.4	UCAR		October 2021 (edition 1)	October 2022	October 2023	The report on the first edition of the summer school is recorded in the following internal document: https://docs.google.com/document/d/1tua_hjhEdirNty-YPM4ksT36UHDV3k5Pj/edit?usp=sharing&oid=117418976962746290952&rtpof=true&sd=true
WP 3.5	UCAR		October 2021 (edition 1)	October 2022	October 2023	
WP 3.6	UCAR		October 2021 (edition 1)	October 2022	October 2023	
WP 3.7	UCAR		October 2021 (edition 1)	October 2022	October 2023	Results of student satisfaction surveys in all courses (average value): https://docs.google.com/document/d/18yGJadbAi7axCkQDV-JDPGj51fuj2_VZ/edit?usp=sharing&oid=117418976962746290952&rtpof=true&sd=true Kariouan satisfaction questionnaires (first edition): https://www.dropbox.com/scl/fo/y05y61q33z3z0ahla2i92/h?dl=0&rlkey=2li96s1ad3iasj8yn3lwxds5z Access to the University of Sousse satisfaction questionnaires (first edition):



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						https://www.dropbox.com/scl/fo/bccm8ydzlj951qp9yje61/h?dl=0&rlkey=tdc1yxx6be82q42b64pq5mu8u
WP 3.8	UCAR		October 2021 (edition 1)	October 2022	October 2022	<p>Result of the teachers' satisfaction surveys in all courses (average value): https://docs.google.com/document/d/1QUnFXcvhVP6rnD_UkB2UDWHfWD3XUv3-/edit?usp=sharing&oid=117418976962746290952&rtpof=true&sd=true</p> <ul style="list-style-type: none">- Kariouan University questionnaires (first edition): https://www.dropbox.com/scl/fo/y05y61q33zzz0ahl_a2i92/h?dl=0&rlkey=2li96s1ad3iasj8yn3lwxd5z- Access to the University of Sousse questionnaires (first edition): https://www.dropbox.com/scl/fo/bccm8ydzlj951qp9yje61/h?dl=0&rlkey=tdc1yxx6be82q42b64pq5mu8u
WP 3.9	UCAR		October 2021 (edition 1)	October 2022	October 2023	<p>Result of satisfaction surveys of administrative staff in all courses (average value): https://docs.google.com/document/d/1r3fOPu-r-usgEDIGiNwhXnbnwtkRd3Oa/edit?usp=sharing&oid=117418976962746290952&rtpof=true&sd=true</p>



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						<ul style="list-style-type: none">- Access to the Kariouan University questionnaires (first edition): https://www.dropbox.com/scl/fo/y05y61q33zz0ahl_a2i92/h?dl=0&rlkey=2li96s1ad3iasj8yn3lwxd5z- Access to the Kariouan University questionnaires (first edition): https://www.dropbox.com/scl/fo/bcm8ydzi951qp9yje61/h?dl=0&rlkey=tdc1yxx6be82q42b64pq5mu8u
WP 4.1	US, UTN					
WP 4.2	US, UTN					
WP 4.3	US, UTN					
WP 4.4	US, UTN					
WP 4.5	US, UTN					
WP 4.6	US,UTN					Questionnaire model "General level of student satisfaction" : 1. https://docs.google.com/document/d/1wNgilTO-Z08hxwiMk0stn5JgyhIWflnO/edit?usp=sharing&ouid=117418976962746290952&rtpof=



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						<p>true&sd=true _____; 2. https://docs.google.com/document/d/1EN1mus74ls62GeLcFqQJlxex5UnHaTks/edit?usp=sharing&oid=117418976962746290952&rtpof=true&sd=true</p> <p>3. https://docs.google.com/document/d/1i5Iu-mcgTJ6cKrAYqAKRpuOVZchCFyJ45/edit?usp=sharing&oid=117418976962746290952&rtpof=true&sd=true</p>
WP 4.7	US ,UTN					<p>Questionnaire model “General level of teacher satisfaction”: https://docs.google.com/document/d/1VW-Lg-yrui1DJhkzdvolwLYCUjbHrsht/edit?usp=sharing&oid=117418976962746290952&rtpof=true&sd=true</p>
WP 4.8	US, UTN					<p>Questionnaire model “General level of satisfaction of the public actors and the administration involved”: https://docs.google.com/document/d/1HwSxtFAZN_uCBgjubBuOVgPiTCvCIAig/edit?usp=sharing&oid=117418976962746290952&rtpof=true&sd=true</p>
WP4.9	US ,UTN					<p>Questionnaire model “General level of satisfaction of administrative staff”: https://docs.google.com/document/d/1EhltJ14jzoM36mH9StMt8tC69NDai504/edit?usp=sharing&oid=117418976962746290952&rtpof=true&sd=true</p>



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WP 5.1.	UNIGR	Guadalupe Martínez , Raquel Ojeda , Inma Szmolka and Miguel Garcia	June 2021	January 2022 December 2022	June 2023	Activity completed. Although the quality manual was completed by the end of June 2021, there will be two revisions and updates per year during the project period. There are still partners who need to integrate information.
WP 5.2.	UNIGR/ USIENA + Managers of each WP	Guadalupe Martinez	June 2021	-	June 2021	Activity completed. There are still partners who need to identify their representative (14/12/2021)
WP 5.3.	UNIGR/ USIENA + Managers of each WP	Guadalupe Martinez	January 2022	December 2022	November 2023	
WP. 5.4	UNIGR/ USIENA + Managers of each WP	Guadalupe Martinez	January 2022 December 2022	June 2023	November 2023	It will be measured at each meeting of the quality committee
WP 5.5	UNIGR + Managers of each WP	Guadalupe Martinez and Miguel Garcia	June 2021 (Summer Courses) June 2021 (Master)	-	June 2021 (Summer Courses) June 2021 (Master)	Activity completed. UNIGR made a proposal which was accepted by the rest of the partners.



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WP 5.6	UNIGR + Managers of each WP	Guadalupe Martinez	December 2021	June 2022	November 2023	Materials review and approved : <ul style="list-style-type: none">- Needs analysis (results reports),- Catalog of good practices in social, political and behavioral sciences,- -Management manual,- Communication strategy,- Website,- Summer courses information pack (edition 1)- Recruitment guide strategy- Summer courses professor information pack (edition 1)
WP 5.7	UNIGR + Managers of each WP	Guadalupe Martínez , Raquel Ojeda , Inmaculada Szmolka and Miguel Garcia	May 2022	-	May 2022	The report will be subject to review by each person in charge of WP
WP 5.8	UNIGR + Managers of each WP	Guadalupe Martinez	June 2022	-	June 2022	The date for verifying the implementation of the recommendations will be decided on December 17 2021. The report will be subject to review by each person in charge of WP
WP 5.9	UNIGR + Managers of	Guadalupe Martínez ,	October 2023	-	December 2023	



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	each WP	Raquel Ojeda , Inmaculada Szmolka and Miguel Garcia				
WP 6.1	UNIK	UNIK	June 2021		June 2021	The project website is operational
WP 6.2	UNIK + Managers of each WP	UNIK	June 2021	June 2022 June 2023	December 2023	The WEB space offers complete information throughout the project.
WP 6.3	UNIK	UNIK	June 2021		December 2023	
WP. 6.4	UNIK	UNIK	June 2021		June 2021	https://www.facebook.com/pactumproject
WP. 6.5	UNIK	UNIK	June 2021	June 2022 June 2023	December 2023	
WP.6.6	UNIK	UNIK	June 2021	June 2022 June 2023	December 2023	
WP.6.7	UNIK	UNIK	June 2021		June 2021	https://www.instagram.com/pactumproject /
WP.6.8	UNIK	UNIK	June 2021	June 2022 June 2023	December 2023	



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WP. 6.9	UNIK	UNIK	June 2021	June 2022 June 2023	December 2023	
WP 6.10	UNIK	UNIK	June 2021		June 2021	The report will be subject to review by the steering committee
WP 7.1	USIENA	Luca Verzichelli and Matias Nestore	June 2021	-	June 2021	The manual management is ready
WP 7.2	USIENA	Luca Verzichelli and Matias Nestore	June 2021	July 2021	July 2021	The report will be reviewed by each person in charge of WP
WP 7.3	USIENA	Luca Verzichelli and Matias Nestore	December 2021/23/24	-	January 2022/23/24	The report will be reviewed by the Steering Committee
WP 7.4	USIENA	Luca Verzichelli and Matias Nestore	January 2021 - 2024		January 2024	



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Grid for monitoring indicators

Table 5						
DEVELOPMENT/RESULTS INDICATORS (WP)						
WP	INDICATOR	Responsible	Sources	Tools	Date of collection	Analysis
WP1	WP 1.1. Launch of the needs analysis study	Eugenio Platania , Silvia Marchionne , and Federica De Giorgi	Update needs analysis Report: State of the Art of the Tunisian Teaching system in the field of social and political sciences	questionnaires and emails	1st quiz: May 3, 2021 2nd questionnaire: May 25, 2021 Focus Group: September 27, 2021	Two questionnaires were constructed in order to define an updated state of play of the social and political science education system in Tunisian universities, both partners and non- partners of the consortium. The objective of the focus group was to deepen the understanding of the functioning of the Tunisian higher education system, by validating the information collected through surveys and desk research and by collecting new data on key aspects of the social and political



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						science education offer of the universities.
WP 1.2. % of Tunisian partner/non-partner universities that participated in the preparation of the report	Eugenio Platania , Silvia Marchionne , and Federica De Giorgi	Questionnaires	E-mail	1st questionnaire: 3 May 2021 2nd questionnaire: 25 May 2021 Focus group: 27 September 2021	All 5 Tunisian partner universities of the project, plus the University of Siena, the University of Montpellier and UNIMED, participated in the focus group.	
WP 1.3. Publication of the results report on the website	Eugenio Platania , Silvia Marchionne , and Federica De Giorgi	Update needs analysis Report: State of the Art of the Tunisian Teaching system in the field of social and political sciences	Pactum Project website	January 2022	https://pactum-project.eu/mod/page/view.php?id=2	
WP 1.4. Usefulness Level of satisfaction with the report	Eugenio Platania , Silvia Marchionne , and Federica De Giorgi					
WP 1.5. Dissemination of the report to the Tunisian Ministry of Higher Education	Eugenio Platania , Silvia Marchionne , Federica De Giorgi		Pactum Project website , UNIMED website, emails	January/February 2022		
WP 1.6. Catalog of good practices in social, political and behavioral sciences	Silvia Marchionne , Federica De Giorgi	Catalog of best practices in social, political and behavioral sciences	questionnaires and emails	1st quiz: May 3, 2021 2nd questionnaire: May 25, 2021 Focus Group: September 27, 2021	The collection of good practices was done through the two questionnaires and the organization of the focus group	



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	WP 1.7. % of partner/non-partner universities involved in the preparation of the catalogue	Silvia Marchionne , Federica De Giorgi				
	WP 1.8. Publication of the results report on the website	Silvia Marchionne , Federica De Giorgi	Catalog of best practices in social, political and behavioral sciences	Pactum Project website	January 2022	https://pactum-project.eu/mod/page/view.php?id=2
	WP 1.9 Usefulness. Level of satisfaction with the catalogue	, Silvia Marchionne , Federica De Giorgi				
	WP 1.10. Dissemination of the catalogue to the Tunisian Ministry of Higher Education	Silvia Marchionne , Federica De Giorgi		Pactum Project website , UNIMED website, emails	January/February 2022	
	WP 1.11. Position paper on policy reforms at the academic Level	Silvia Marchionne , Federica De Giorgi	Position paper on policy reforms at the academic level	Pactum Project website	December 2022	
	WP3.2 % of partner/non-partner universities involved in the preparation of the document	Silvia Marchionne , Federica De Giorgi				
	WP 1.12 % of partner/non-partner universities that have signed the document	Silvia Marchionne , Federica De Giorgi				
	WP.1.13. Publication of the document on the website	Silvia Marchionne , Federica De		Pactum Project website	December 2022/January 2023	



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		Giorgi				
	WP 1.14. Dissemination of the report to the Tunisian Ministry of Higher Education	Silvia Marchionne , Federica De Giorgi		Pactum Project website , UNIMED website, emails	December 2022/January 2023	



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WP2	WP 2.1. Creation of the scientific committee	Christopher Roux	Documents produced by the partners. Summer school: leaflet / syllabus and bibliography produced by each teacher within the framework of the distribution of lessons decided by the scientific committee of the summer schools. Master's degree: development in progress in the first half of 2022.	Online meetings	June 22, 2021	Representatives from all the partner universities attended the constitutive session. The committee decided on the profile of the recipients of the summer courses, the structure and content of the courses and the date of their celebration
	WP 2.2. Number of meetings for the preparation of the Master Plan/Summer School	Christopher Roux	Count by the WP2 coordinator	Online meetings	Summary November 2021	7 preparatory meetings from May to September 2021
	WP 2.3 Matching of the study plan with the programmed competences and objectives (qualitative study)	Christopher Roux	PACTUM project and meeting content.	Project text, meeting notes, minutes.	Meetings of the scientific committee on this subject in spring 2021.	Request for documents in the scientific committee, collective review after this request and collective discussion at the following meeting, then verified
	WP 2.4. Development and evaluation of preparatory documents (master/summer	Christopher Roux	Documents produced by the partners.	Content of the sendings by the teachers	Sending period adjusted to the holding of the 5	Sendings made by ensuring the diversity of



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	school information package)		Summer school: leaflet / syllabus and bibliography produced by each teacher within the framework of the distribution of lessons decided by the scientific committee of the summer schools. Master's degree: development in progress in the first half of 2022.	participating in the summer school.	summer schools (October 2021).	distribution media (websites, social networks, posting on site).
	WP 2.5. Development and evaluation of preparatory documents (recruitment strategy guidelines)	Christopher Roux	SS: minutes of the coordination meeting. Master: ongoing development in the 1st semester of 2022.	Discussion prepared within the educational teams of each partner then discussed in the scientific committee of the summer schools	Prior to the opening date for applications for the summer school (early spring 2021)	Definition of recruitment criteria based on capacity building and diversity of profiles.
	WP 2.6. Development and evaluation of preparatory documents (professor workpackage)	Christopher Roux	SS: syllabi , reading list . Master: ongoing development in the 1st semester of 2022.	Preparation after selection of teachers by the partners and discussion in the scientific committee, circulation by email.	Spring 2021.	Indication of information to be provided, documents to be prepared, nature of summer school enrolment and site-specific logistics
	WP 2.7. Number of coordination	Christopher Roux	Correspondence	Holding of	The meetings are	Meetings before



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	meetings between teachers (before, during and after the course)		between partners.	meetings.	held from the recruitment in the first half of 2021..	each edition + 1 debriefing meeting afterwards (2nd half of 2021)
	WP 2.8. Development of coordination documents for teachers	Christopher Roux	Minutes of scientific committee meetings.	Holding of meetings.	1st semester and beginning of the 2nd semester 2021.	General guidelines defined by the Scientific Committee and transmitted by each host institution for the summer school it hosts.



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WP3	WP 3.1. Clarity of publicity (interest, recipients, programme, timetable, application procedure, selection criteria, certification)					
	WP 3.2. List of students applying for the programme and the number of places available					
	WP 3.3. % of students in relation to profiles (young graduates, civil servants, academic staff, civil society)					
	WP 3.4. % of students who complete their studies					
	WP 3.5. % of Master's theses defended					
	WP 3.6. Establishment of a graduate association					
	WP 3.7. General level of student satisfaction					
	WP 3.8. General level of teacher satisfaction					
	WP 3.9. General level of satisfaction of the public actors and the administration involved					
	WP 3.10. General level of satisfaction of administrative staff					



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WP4	WP 4.1. Clarity of Publicity (interest, recipients, programme, timetable, application procedure, selection criteria, certification)					
	WP 4.2. List of students applying for the programme and the number of places available					
	WP 4.3 % students compared to profiles (young graduates, civil servants, academic staff, civil society)					
	WP 4.4. % of students who complete their studies					
	WP 4.5. Existence of procedures for handling complaints and suggestions					
	WP 4.6. General level of student satisfaction					
	WP 4.7. General level of teacher satisfaction					
	WP 4.8. General level of satisfaction of the public actors and the administration involved					
	WP 4.9. General level of satisfaction of administrative staff					



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WP5	WP 5.1. Quality plan approval	Guadalupe Martínez , Raquel Ojeda , Inmaculada Szmolka and Miguel Garcia	<i>Quality Manual</i>	Document shared through Google Drive https://docs.google.com/document/d/1w0FVq7VjBqIkZiRqCS4o-LxtGeemrL9J/edit?usp=sharing&oid=117741618722595334338&rtpof=true&sd=true	July 3, 2021 Last updated: December 2021	The draft manual has been reviewed by all partner universities. All doubts and suggestions were answered by the people in charge. The final version includes all necessary content and has been approved by all partner universities.
	WP 5.2. Constitution of the Quality Assurance Commission	Guadalupe Martinez	E-mail			
	WP 5.3. Meetings of the Quality Assurance Commission	Guadalupe Martinez	E-mail	Online meetings		First meeting in June 2022: https://docs.google.com/document/d/1MCUv-WtVdGRJTUOX8qjzpWDOxwQtXDr6/edit?usp=sharing&oid=117418976962746290952&rtpof=true&sd=true
	WP 5.4 Participation in the Quality Assurance Commission	Guadalupe Martinez	Online meetings	Online meeting attendance record		First meeting in June 2022: https://docs.google.com/document/d/1MCUv-



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						WtVdGRJTUOX8qjzpWDOxwQtXDr6/edit?usp=sharing&ouid=117418976962746290952&rt=pof=true&sd=true
	WP 5.5. Preparation of satisfaction questionnaires for participants in WP 3/4 activities	Guadalupe Martínez , Raquel Ojeda , Inma Szmolka and Miguel Garcia	Satisfaction questionnaires for students, teachers, administrative staff and external organisations participating in the Summer School and Master Course	Documents folder shared via Google Drive	July 2021	The questionnaires have been reviewed and approved by all partner universities: https://drive.google.com/drive/folders/10UYdM-95fsH1zwvzpBMATSbbO8WBp544?usp=sharing
	<u>WP 5.6. Quality analysis of the deliverables of the different WPs</u>	Guadalupe Martinez	<i>The PACTUM Project Handbook</i>	Document shared via e-mail and discussed in online meeting	April 22, 2021	The draft manual was reviewed by all partner universities. The managers answered all the doubts and suggestions. The final version includes all necessary content and has been approved by all partner universities.
			<i>Needs Analysis</i>	Document shared via	January 18, 2022	The report was



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			<i>Report</i>	e-mail and discussed in online meeting		reviewed by all partner universities. The managers answered all the doubts and suggestions. The final version includes all necessary content and has been approved by all partner universities.
			<i>Good Practices Report</i>	Document shared via e-mail and discussed in online meeting	January 18, 2022	The report was reviewed by all partner universities. The managers answered all the doubts and suggestions. The final version includes all necessary content and has been approved by all partner universities.
			<i>Web page</i>	https://pactum-project.eu	July 2021	The website collects comprehensive and up-to-date information on the project's objectives,



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						actions and deliverables
			<i>Summer course programmes</i>	Documents shared via e-mail and discussed in online meeting	July 2021	The programmes were reviewed and approved by all partner universities. The programmes have been published on the website. The information published is correct, clear and complete.
			<i>Communication Strategy Manual</i>	Document shared via e-mail and discussed in online meeting	July 17, 2021	The manual has been approved by all partner universities
			<i>Information pack for teachers</i>	Documents shared via email.	July 2021	The information pack has been examined by the scientific committee and sent by e-mail to the teachers participating in the summer courses.
	WP 5.7. Intermediate quality analysis report	Guadalupe Martínez , Raquel Ojeda , Inma Szmolka and Miguel Garcia	July 2022	Document shared via e-mail and discussed in online meeting	July 2022	
	WP 5.8 Implementation of the recommendations of the	Members of the quality	June 2022	Communication of the Quality	July 2022	



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	intermediate Quality Analysis Report	committee		Committee's recommendations to the managers of each work package by e-mail. The managers have two months to implement the recommendations and send the Quality Committee a report on the steps taken to make the suggested changes.		
	WP 5.9 Final Report	Guadalupe Martinez , Raquel Ojeda , Inmacualda Szmolka and Miguel Garcia	December 2023	Document shared via e-mail and discussed in online meeting	December 2023	
WP6	WP 6.1 Creation of a WEB space	Mohamed Sahbi Charradi and Wafik Selmi	Creation of a specific website for the PACTUM projec	web hosting space	28 May 2021	Website available in https://pactum-project.eu/
	6.2. The WEB space offers complete information (all sections are up to date)	Mohamed Sahbi Charradi and Matias Nestore WPs manager with web content update rights.	Update information and activities on the web throughout the project	PACTUM website	Every time there is news about the project 12/30/23	All information and results are available on the PACTUM website.
	WP 6.3 Usage. Number of visits to the website	Mohamed Sahbi Charradi	Global statistics on PACTUM website visitors	Google analytics	06/01/22 06/01/23 12/30/23	annual visibility on the number and sources of visitors



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						to the PACTUM project website
	WP 6.4 Create a Facebook account	Wafiq Selmi	Creation of Facebook account	Facebook	05/15/21	Active account
	WP. 6.5 Usage. Number of followers	Wafiq Selmi	Facebook visitor statistics	Facebook	06/01/22 06/01/23 12/30/23	annual visibility on the number of visitors in social networks
	WP. 6.6. Engagement. Number of comments/likes/shares	Wafiq Selmi	Facebook engagement statistics	Facebook	06/01/22 06/01/23 12/30/23	annual visibility on social media engagement
	WP.6.7 Create an Instagram account	Wafiq Selmi	Instagram account creation	instagram	05/15/21	Active account
	WP.6.8 Usage. Number of followers	Wafiq Selmi	Instagram visitor statistics	instagram	06/01/22 06/01/23 12/30/23	annual visibility on the number of visitors in social networks
	WP. 6.9. Engagement. Number of comments/likes/shares	Wafiq Selmi	Instagram engagement statistics	instagram	06/01/22 06/01/23 12/30/23	annual visibility on social media engagement
	WP 6.10 Communication Strategy Report	Mohamed Sahbi Charradi	Communications Strategic Plan	Shared on PACTUM website	07/15/2021	The draft manual has been reviewed by all partner universities.
WP7	WP 7.1 Number of Assembly meetings	Luca Verzichelli and Matias Nestore	Two assembly meetings	meetings held online	02/22/21 06/01/21	Representatives from all partner universities attended
	WP 7.2 Number of technical team meetings	Luca Verzichelli and Matias	Seven meetings between USIENA	meetings held online	04/19/21 05/17/21	



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		Nestore	and the technical teams		05/26/21 06/14/21 06/15/21 06/22/21 06/23/21	
WP 7.3 Project Management Manual	Luca Verzichelli and Matias Nestore		<i>The PACTUM Project Management Handbook</i>	Shared by google drive	05/13/21	
WP 7.4 Control and monitoring plan	Luca Verzichelli and Matias Nestore					
WP 7.5 Internal annual reports	Luca Verzichelli and Matias Nestore					
WP 7.6 Organization of the kick-off meeting	Luca Verzichelli and Matias Nestore		assembly meeting	On line	02/22/21	
WP 7.7 Organization of meetings (online and face-to-face)	Luca Verzichelli and Matias Nestore		Meetings with technical teams	On line	04/19/21 05/17/21 05/26/21 06/14/21 06/15/21 06/22/21 06/23/21	
WP 7.8 Organization of the final conference	Luca Verzichelli and Matias Nestore					



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	WP 7.9 Management of coordination problems	Luca Verzichelli and Matias Nestore				
	WP 7.10 Final Report	Luca Verzichelli and Matias Nestore				