**INTERNAL QUALITY CONTROL AND MONITORING TEMPLATE FOR BIOSINT PROJECT PARTNERS**

for the […] project year

Project partner: […………]

|  |  |  |  |  |  |
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| **Reference No** | **Project activities** | **Start – End date** | **Indicators of progress** | **Description of tasks and progress** | **Outcomes** |
| T1.1. | Signing of Quality policy statement |  |  |  |  |
| T1.2 | Establishing of the project organizational structure |  |  |  |  |
| T1.3 | Organizing consortium meetings |  |  |  |  |
| T1.4 | Development of project management and quality strategies |  |  |  |  |
| T1.5 | Internal and external quality progress reporting |  |  |  |  |
| T1.6 | Organization of external monitoring visit |  |  |  |  |
| T1.7 | Organizing of reporting to EACEA |  |  |  |  |
| T1.8 | Evaluation of meetings via survey |  |  |  |  |
| T1.9 | Financial and administrative management |  |  |  |  |
| T2.1 | Analyse the situation of IaH in the EU |  |  |  |  |
| T2.2 | Analyse the situation of IaH at WB partners |  |  |  |  |
| T2.3 | Framework development for IaH at WB universities |  |  |  |  |
| T2.4 | Organize trainings at EU partners |  |  |  |  |
| T3.1 | Develop strategies for IaH at WB HEIs |  |  |  |  |
| T3.2 | Organize starting training for students and staff |  |  |  |  |
| T3.3 | Develop digital support system and protocol for international students and staff |  |  |  |  |
| T3.4 | Institutional trainings for internal and external stakeholders |  |  |  |  |
| T3.5 | Pilot newly developed services and documents |  |  |  |  |
| T3.6 | Evaluate of pilot activities |  |  |  |  |
| T4.1 | Organize workshops for teaching staff related to IoC and development of intercultural competences |  |  |  |  |
| T4.2 | Select courses for IoC and review current practices |  |  |  |  |
| T4.3 | Establish models for connection with international students and staff (COIL/CLIL/ TILT/ EMI) |  |  |  |  |
| T4.4 | Develop new international virtual courses |  |  |  |  |
| T4.5 | Strengthening of online teaching platform/ equipment – development international virtual classroom |  |  |  |  |
| T4.6 | Piloting courses for IoC/ COIL for virtual international courses |  |  |  |  |
| T4.7 | Evaluation of pilot activities |  |  |  |  |
| T5.1 | Design and implementation of dissemination and exploitation plan |  |  |  |  |
| T5.2 | Making tools for dissemination |  |  |  |  |
| T5.3 | Raising awareness through info-days, symposia and conferences |  |  |  |  |
| T5.4 | Preparation of the interim and final report on dissemination and exploitation activities |  |  |  |  |
| T5.5 | Reporting on impact and sustainability |  |  |  |  |

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