



Reforming Foreign Languages in Academia in Montenegro (Re-FLAME) – CBHE 609778

MONTHLY REPORT January 2020

In the second month of the project, the work on the preparatory activities was continued. The three Montenegrin partners met to discuss the changes to be made to the equipment and a draft letter requesting the changes was produced. In addition, they collected the data needed for the status quo analysis, as well as the syllabi assessment report. The coordinator prepared the draft Quality Control Guide, draft Project Management Guide and draft Dissemination and Exploitation Guide. All these will be submitted to the partners for comments, revision and analysis, to be completed in the third month of the project. NB: In the reporting period (15 December – 14 January), there were many holiday days in both the EU countries (the last week of December) and Montenegro (1-8 January). Due to a mismatch in the holiday dates, not many days were left in which work and communication amongst all the parties involved was possible.

The breakdown of the activities conducted, as per work packages and their individual tasks, is presented below:

WP1 Preparation

1.1 Prepare status quo analysis

- Surveys were conducted amongst the Montenegrin teachers, students and employers (carried out by the three Montenegrin partners).
- The work on the draft status quo analysis started.

1.2 Conduct kick-off meeting

- The minutes of the meeting and were produced.
- The decisions made at the kick-off meeting were put in writing.
- The evaluation of the meeting (online) was sent out to the partners by the coordinator. The kick-off evaluation report was produced.

1.3 Assess the FL syllabi

- The procedure of collecting the FL syllabi at three Montenegrin universities took place. Most of the syllabi have been collected at the UoM. All of the syllabi have been collected at the UDG and the UniMED.

1.4 Set up the project office



- The work on furnishing the office started.

WP 6 Quality

6.1. Develop a quality control guide

- A draft of the Quality Control Guide was produced.

WP 7 Dissemination and exploitation

7.1. Develop a dissemination guide

- A draft of the Dissemination and Exploitation Guide was produced.

7.2. Create a logo, develop and maintain a website

- The website was updated.

7.4 Set up and maintain Facebook and Twitter pages

- The FB page of the project was set up.

WP 8 Management

8.1 Write a project management guide

- A draft of the Project Management Guide was produced.

8.2. Perform overall management of the project

- The three Montenegrin partners met to discuss changes to be made to the equipment, as well as the next steps to be taken in the project.
- The coordinator met with the Vice-Rector of the UoM to discuss the changes to the equipment.
- Intensive email communication amongst the Montenegrin partners took place.

8.4 Write monthly progress reports

- The first monthly report was adopted by the Steering Committee via email.
- The second monthly report was written.

Disclaimer

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