**Reforming Foreign Languages in Academia in Montenegro**

**(Re-FLAME) – CBHE 609778**

**QUALITY PROGRESS REPORT**

**December 2019 – April 2020**

The Quality Progress Report encompasses this long a period due to the fact that the events around the COVID - 19 pandemic curtailed significantly the scope of planned activities. As per the Quality Management Guide, the task of the Re-FLAME Quality Board is to monitor and assess the quality of the activities conducted during all the significant stages of the project implementation.

The QPR 1 will deal in major part with the **PREPARATION** stage as this stage was successfully completed unaffected by the *force majeure* effects imposed at the beginning of the **DEVELOPMENT** stage.

**PREPARATION**

**KICK-OFF AND FOLLOW UP MEETINGS AND ACTIVITIES**

Following the kick-off held in Nikšić on 12-13 December at which the Project activities were agreed upon with special emphasis on the first year of the project, the Project leader received positive feedback as regards the organization and implementation of the kick-off activities. A very intensive and productive email correspondence between the Project coordinator and Partners took place during the first month of the project, with a number of Montenegrin Re-Flame Team meetings organized as well as meetings with members of the university administration (rector, dean, vice-dean, financial and legal team (lawyer, accountant, public procurement officer), and the Erasmus+ Office. Contact was also established with the project’s advisor assigned to the project in Brussels, Ms. Giulia Moro. Detailed information on all the meetings as well as attendance sheets completed are duly kept in the project records.

The IT member of the MNE team created a visually appealing Project logo, the Project website ([www.reflame.ucg.ac.me](http://www.reflame.ucg.ac.me) ) was created (hosting provided by the UoM) and has been regularly updated with all the relevant info on the Project activities. The website has been regularly maintained. In addition, the website has been adapted for visually- and hearing-impaired persons, which is in line with the conclusions and recommendations reached at the kick-off meeting. This was not foreseen by the project application, so this is an extra task we have managed to accomplish.

All the relevant information, the attendance sheets, agenda, photo gallery, feedback and other relevant documentation were uploaded at the drive in a timely manner. The PC had a decisive managing role as she was in constant communication with all the team members in order to ensure a smooth implementation of all the planned activities in a timely, stress-free manner which contributed to the overall quality of the implementation.

**STATUS QUO ANALYSIS**

In the time period January-February as part of WP 1 an extensive, comprehensive and detailed status quo analysis was prepared and following a rigorous methodology the conclusions drawn which further testify to the importance and necessity of the project. A 70-page report was prepared by Deja Piletić and Petar Božović, the MNE team member available at www.reflame.ucg.ac.me.

Detailed research tools used, attendance sheets and minutes from internal meetings are kept in the project records under WP 1.1.

**FL SYLLABI ASSESSMENT**

A very intensive activity was centered around FL syllabi assessment. Most of the accredited syllabi have been collected at the UoM by Branka Živković (184 pages) and Zdravko Babić (120 pages). The UoM syllabi were evaluated by the UoM team members: Milica Vuković Stamatović, Vesna Bratić, Branka Živković and Deja Piletić. The syllabi were also gathered and evaluated at the UniMED and UDG. After the accredited syllabi were gathered and evaluated, the Project leader got invaluable suggestions by the Polish and Croatian partners to be implemented in the ensuing DEVELOPMENT stage. The documents are kept in the project records. All the necessary documentation is available at ([www.reflame.ucg.ac.me](http://www.reflame.ucg.ac.me)). These are uploaded and updated in a timely manner.

**SETTING-UP THE PROJECT OFFICE**

The spacious facility has been allocated for the project office at the Faculty of Philology, Nikšić, furnishing is underway but the procedures have been seriously hampered by the health crisis and, we may say that this is the only challenge to be tackled with in the period extending beyond the preparation phase. However, as all other activities, including online teaching, the project-related activities have moved entirely into the virtual space of ZOOM virtual rooms. Therefore, this does not present such a serious problem as it might seem at first.

NB: **A Management Guide, Quality Control Guide and a Dissemination Guide have been developed and adopted by the relevant committees and boards**. **(WP 8) and are available at the Project websitewww.reflame.ucg.ac.me .**

Monthly reports have all been developed detailing minutely all the activities and uploaded onto the website and the relevant Google archive in a timely manner by the PC.

**WP 2: DEVELOPMENT**

For previously noted reasons, this stage of the project is under serious strain. The activities planned and agreed upon at the kick-off, such as study visits to partner institutions cannot be conducted.

This is why most of the activities are centered around the procurement of equipment which has also gone through some changes in terms of the items to be procured. In this respect, I would refer the QB members to the detailed Monthly report for February stating the reasons, procedures, meetings, communication, possible hindrances, etc.

The preparation of the list of books to be procured has been underway and will be sent to all the partners for revision and suggestions.

It is important to notice that within the WP 8 **MANAGEMENT** intensive activities on signing the agreement have been conducted by the PC despite the severe hindrances caused by the understaffing and impaired communication with the relevant office in the Rectorate during the pandemics.

Nevertheless, between mid- February and the mid-March (just before the lockdown), the agreements with the two Montenegrin partners were signed and they submitted their requests for the first payment. The agreement was also signed with the University of Zagreb. The agreements with the University of Foreigners of Perugia was sent to the Rectorate for the signature of the rector. The agreement with the Polish university was re-revised. In April, The final version of the Polish agreement was approved by both sides and the paperwork will be done as soon as possible, bearing in mind the restrictions imposed by the pandemic measures. The UDG and UniMED received their first instalment. The University of Zagreb submitted its first payment request.

**WP7 – DISSEMINATION AND EXPLOITATION**

The activities regarding the website upgrade have been mentioned earlier, the Twitter and FB have been pages updated regularly

The results of the project have been promoted in the following ways: The project has been widely covered in the national media. The project coordinator gave an interview which was published by the following Montenegrin media on February 19: Vijesti, Dan, RTCG portal, CDM and Portal Analitika. These are all major national media in Montenegro, so the coverage was the widest possible.

Deja Piletić and Petar Božović gave a live interview about the project for the Student Radio “Krs”, the only student radio station in Montenegro. It has a coverage over the entire Montenegrin student population.

In addition, Vesna Bratic gave a TV interview for the Niksic TV Station, whose short version was broadcast during the most watched show of that TV – the evening news bulletin, and also as part of a longer show on education and culture (the longer version) another day. Niksic is the second biggest municipality of Montenegro and the seat of the Faculty of Philology, so we can say that the coverage was substantial.

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