



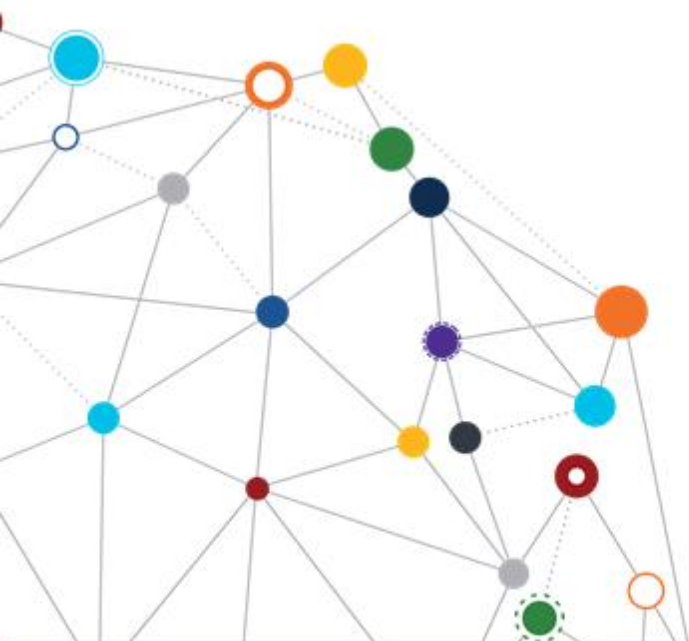
Third annual report on project activities

Work package 9.5

December 2022 | **INTER**nationalization at Home: Embedding Approaches and Structures to Foster Internationalization at Western **BAlkans**

610429-EPP-1-2019-1-AL-EPPKA2-CBHE-JP

Disclaimer: This publication was produced with the financial support of the European Union. Its contents are the sole responsibility of the INTERBA consortium and do not necessarily reflect the views of the European Union.



Co-funded by the
Erasmus+ Programme
of the European Union



INTERBA



Version	Revision	Date	Author	Comments
1	0	15/10/2023	Kreshnik Vukatana	Draft release
1	1	15/11/2023	Kreshnik Vukatana Fatmir Memaj Elira Hoxha Ezmolda Barolli Arjan Tushaj Sllavka Kurti	Final



Project information

Action Type	Capacity-building in the field of higher education
Project Agreement Number	610429
Project Title	INTERnationalization at Home: Embedding Approaches and Structures to Foster Internationalization at Western Balkans
Project Acronym	INTERBA
Coordinator	University of Tirana Fatmir Memaj Email: fatmir.memaj@unitir.edu.al
Programme Countries	Middlesex University London Hamburg University of Technology University of Cagliari European Centre of Studies and Initiatives
Partner Countries	European University of Tirana Universum College University of Pristina University of Tuzla University of Mostar
Project Manager	Kreshnik Vukatana Email: kreshnik.vukatana@unitir.edu.al
Reporting Period	From 16/11/2022 to 15/11/2023



Contents

Project information	2
Abbreviations	4
1. GRAPHIC EXECUTIVE SUMMARY	5
2. INTRODUCTION	6
3. INTERBA IN BRIEF	6
4. PROGRESS REPORT ON THE PROJECT IMPLEMENTATION	6
4.1 Activities and results	6
3.3 Dissemination	13
3.4 Management	14
3.4.1 Risks	14
3.4.2 Partnership agreements	14
3.4.3 Meetings (To be extended with summary of each meeting)	14
3.4.4 Reporting	16



Abbreviations

EACEA - Education, Audiovisual and Culture Executive Agency

IaH - Internalization at Home

HEI – Higher Education Institution

INTERBA – Project Title

WP – Work Package

QA – Quality Assurance

UT – University of Tirana (P1)

MDX – Middlesex University London (P2)

TUHH – Hamburg University of Technology (P3)

UNICA – University of Cagliari (P4)

CESIE – European Centre of Studies and Initiatives (P5)

UET – European University of Tirana (P6)

UC – Universum College (P7)

UP – University of Pristina (P8)

UNTZ – University of Tuzla (P9)




UNMO – University of Mostar (P10)


NA – Not available




1. GRAPHIC EXECUTIVE SUMMARY

KPI in numbers	Proposed	Achieved	% of realization
Train the Trainers (TtT) 5 staff from each WB HEIs	30	36	120%
Train the Trainers (TtT) During pilot course trainings	30	52	173%
20-30 staff re-trained to each institution aiming 240-360 trainees	240	315	131%
500 trainees in the region to be part of the network of experts	500	562	112%

KPI IN NUMBERS		
Academic Staff 	Administrative Staff 	Students 
Trainer of Trainers (ToT)		
47	5	0
Trainees		
240	75	247

PILOT COURSES	
	12

Sustainable cooperation with labor market MoU signed between HEIs and Businesses under the framework of INTERBA	
	17

2. INTRODUCTION

The INTERBA third year report aims to provide an overview of the current state of the INTERNATIONALIZATION at Home: Embedding Approaches and Structures to Foster Internationalization at Western Balkans project and the progress made towards its implementation in the period between 16 November 2022 and 15 November 2023. The report approach is based in three key areas: impact and sustainability, the activities and their deliverables, and the dissemination actions carried out. A set of indicators achieved in this period are shown in the Executive Summary section.

3. INTERBA IN BRIEF

INTERBA is a three-year European project (extended 1 year) funded by the Erasmus+ Programme Key Action 2 –Cooperation for Innovation and exchange of good practices – Capacity Building in the field of Higher Education. Internationalization of HEIs in the Balkan region so far has given a significant effect in modernizing the curriculum and exposure to different teaching and learning methodologies providing a better understanding on the role of education in XXI century. However, because the number of students and staff involved in these projects was limited, the impact has been asymmetric where some departments have reaped the benefits of these projects more than others. Thus, approaching internationalization on a more holistic way, by embedding and strengthening “internationalization at home” is vital.

The aim of the project is to strengthen international, intercultural, and global dimension via Internalisation at Home (IaH) implementation at HEIs partners to enhance the quality of education and to make a meaningful contribution to the society.

The objectives of the project include:

1. Formulate a coherent and detailed IaH concept that could be mainstreamed into the partner HEIs Roadmaps following on from their specific exigencies.
2. Level up the scope and viability of IaH activities implemented in partner HEIs.
3. Train expert pool capable of developing and integrating IaH into HEI environment.
4. Launch an online platform as a tool for IaH implementation.
5. Establish/modernise the existing structure/entities responsible for IaH at HEIs.

4. PROGRESS REPORT ON THE PROJECT IMPLEMENTATION

4.1 Activities and results

The main results of the INTERBA project achieved in the third report of the period [11.2022-11.2023] were as follows:

[Work Package 1 \(Fully implemented and reported in 1 report\)](#)

[Work Package 2 \(Fully implemented and reported in 2 report\)](#)

[Work Package 3 \(Fully implemented and reported in 2 report\)](#)

[Work Package 4 \(20% remaining is fully implemented\)](#)

WP4 is articulated in the following four tasks:

- T4.1 – Training key staff members.
- T4.2 – Conducting training pilots.



- T4.3 – Conducting re-training.
- T4.3 – Producing the training toolkit.

Tasks 4.1, 4.2 and 4.4 are completed and reported in the second report. Related to the re-training activities (Task 4.3), there were held during the end of year 2022. More in detail:

UT held 2 re-training sessions, one in “IT Governance - Information Technology Governance for Universities” and one in “Social Entrepreneurship”.

UT held the first re-training session on 9 December, focused on "IT Governance - Information Technology Governance for Universities" with the aim to gain insights into Albanian universities' vision and strategy concerning digital transformation. The training, initially piloted by the European University of Tirana, was prepared, and facilitated by the INTERBA project UT team, who underwent prior training in London. The session delved into critical research questions, exploring factors like culture and trust in digital services as barriers, the integration of digital activities with the university's overall vision, and the role of incentives for digital innovators' communities. Participants shared their experiences, addressing practical questions related to IT usage, service accessibility, formality of requests, satisfaction levels, and communication with IT personnel. The re-training session received positive feedback from participants, affirming its professional organization and relevance to the needs of university members, including academic and administrative staff. Two Google Forms questionnaires were distributed to collect feedback and evaluate the event. The participants, comprising 77% academic staff and 23% administrative staff, expressed high satisfaction with the content, discussions, and overall relevance of the training.

KPI on re-training: 26 academic staff and 6 administrative staff.

UT held the second re-training session virtually on 20 December via zoom, focused on "Social Entrepreneurship" with the aim to explore dimensions of social entrepreneurship. The training, initially piloted by the Universum College, was prepared, and facilitated by the INTERBA project UT team, who underwent prior training in London. The re-training session was structured into three parts. It covered diverse entrepreneurship dimensions, recent aspects of social entrepreneurship, and a group activity focused on Sustainable Development Goals (SDGs) and the demonstration of social entrepreneurship in Albania within the context of the circular economy. Participant engagement was evident through interactive activities and evaluations, with feedback collected in written form during the event via email questionnaires. A total of 31 responses were received, indicating a strong interest and involvement in the re-training session.

KPI on re-training: 18 academic staff and 13 administrative staff.

UET held 2 re-training sessions, one in “Research Methodology, Scientific Writing and Result Presentation: Humanities and Social Sciences” and one in “Methodologies of scientific research in ICT”.

On December 13, 2022, a re-training session was organized by the UET, in the Faculty of Economy for the course “Methodologies of Scientific Research”. This training was first piloted by the UP in Cagliari. The training was held at UET by Prof. Assoc. Dr. Elvin Meka, Dean of Faculty of Economy, Business and Development. The main objective of this re-training session was to have an overall view about the most important research methodologies in the field of economy and business management. The participants were involved in train-storming activities and session evaluations during the re-training session. Referring to the participant’s comments during this session, we confirmed that the re-training session was professionally organized and was relevant to the actual needs of participants, as part of university members, involving academic and administrative staff.



KPI on re-training: 27 academic staff, 10 administrative staff and 17 students.

On December 15, 2022, a re-training session was organized by the UET, in the Faculty of Humanities, Education and Liberal arts for the pilot course “Research Methodologies in Communication and Media”. This training was first piloted by the University of Mostar in Palermo. This training was held in UET from Prof. Assoc Dr. Belina Budini, Dean of Faculty of Humanities, Education and Liberal Arts. The re-training session was firstly prepared and held by UNMO. The main objective of this re-training session was to have an overall view about the most important research methodologies in the field of humanities, specifically in communication and media. There were 71 participants in the training who were actively involved in train-storming activities and session evaluations during the re-training session. Referring to the participant’s comments during this session, we confirmed that the re-training session was professionally organized and was relevant to the actual needs of participants, as part of university members, involving academic and administrative staff.

KPI on re-training: 35 academic staff, 10 administrative staff and 16 students.

UC held 2 re-training sessions, one in “Didactics, curriculum development and curriculum design” and one in “Quality Development of International Relations and Project Management”.

The first was held on December 20th, entitled “Didactics, curriculum development and curriculum design” focused on the stages of the curriculum development process as part of the project. Starting from the assessment, program learning outcomes, taxonomies, and diversity until the evaluation of the curriculum. Not only, but the training also discussed the syllabus, curriculum mapping, and stages to achieve it.

KPI on re-training: 10 academic staff.

The second was held on December 20th, entitled “Quality Development of International Relations and Project Management” included financial management principles, reporting tips, most common mistakes in the financial report. The training also included procurement issues and relevant supporting documents, rules procedures, and the most common mistakes of this process.

KPI on re-training: 16 academic staff.

UP held 2 re-training sessions, one in "Didactics, Research Methodology, Scientific Writing and Result Presentation: Humanities and Social Sciences" and one in "IT Governance for Higher Education Institutions".

The first training was held on December 12 which was delivered by the UNMO. It focused basic principles of research and scientific methods in humanities, social sciences, engineering and ICT and the acquisition of theoretical and practical skills required to: plan, conduct, analyze and present a scientific assignment in the scientific area.

KPI on re-training: 24 academic staff, 2 administrative staff and 101 students.

The second training was held on December 29 which was delivered by UET. It focused on the formation of the stakeholders of the HEI, i.e. training on IT Governance, training for high management, academic and administrative staff, students, local entrepreneurs and training future researchers and professionals.

KPI on re-training: 11 academic staff, 4 administrative staff and 6 students.



UNTZ held 2 re-training sessions, one in " Didactics, curriculum development, and curriculum planning" and one in " Leading Towards Sustainable Gender Equality Plans in Research-Performing Organizations ".

On December 28 and 29, 2022, hybrid workshops and re-training were held at the University of Tuzla, Faculty of Technology, in the newly formed INTERBA Laboratory - Computer Center, as one of the INTERBA project outcomes and via the Zoom application.

Two sessions were presented on the first day of workshops and re-training as follows:

Session 1: INTERBA project presentation and Re-Training program. Professor Elvis Ahmetović delivered the information about the INTERBA project and the re-training program to the participants.

Session 2: Re-Training – Didactics, curriculum development, and curriculum planning. Associate professor Nijaz Tihić delivered the first part of this session focused on personal and professional development of teachers and active learning as a determinant of modern teaching.

Session 2: Re-Training – Didactics, curriculum development, and curriculum planning. Professor Elvis Ahmetović delivered the second part of this session focused on stages of the curriculum development process and the SCATE pedagogical model.

Also, two sessions were presented on the second day of workshops and re-training as follows:

Session 1: INTERBA project presentation and Re-Training program. Professor Elvis Ahmetović delivered this session as new participants attended workshops and re-training. The goal was to share information about the INTERBA project and retraining program with a wider audience.

Session 2: Leading Towards Sustainable Gender Equality Plans in Research-Performing Organizations. Associate Professor Vesna Bratovčić delivered this session focused on sustainable gender equality plans in research-performing organizations.

KPI on 1st re-training: 31 academic staff, 14 administrative staff and 18 students.

KPI on 2nd re-training: 23 academic staff, 6 administrative staff and 13 students.

UNMO held 2 re-training sessions, one in "Quality development of international cooperation and project management" and one in "Methodologies of scientific research in ICT".

The first training was held on December 16. The main objective of this re-training session was to help our university in the process of internationalization and to increase the participation and coordination of international projects.

Specific objectives of the re-training sessions were:

- absorb more funds from external investors for build capacities,
- to increase University visibility in the international higher education area,
- to produce one/more project proposals written by the workshop participants.
- to increase capacities of the target group in Project writing, Project management (financial part), Procurement, Effective communication = EU visibility rules/ Negotiation/ Technical expertise.

KPI on 1st re-training: 16 academic staff, 10 administrative staff and 15 students.

The second training was held on December 23. Title of the re-training was “Methodologies of scientific research in ICT”. This session organized into three parts:

1. Research methodology, methods, and techniques



2. Drafting a scientific article and publishing
3. Presentation of scientific results

The participants were involved in train activities and session evaluations during the re-training session. The aim of first activity was identify the type of research methods in selected scientific papers. The second activity was to write abstract and keywords for selected scientific paper. The aim of this activity was engaging the participants in the writing process and assess that they can identify the main aspects and keywords of scientific manuscript. During the workshop time the participants had to write scientific paper and make presentation of the written paper.

KPI on 2nd re-training: 9 academic staff, 2 administrative staff and 19 students.

More details on section [derivable/ 4.3 Conducting re-training and activities](#).

[Work Package 5 \(implemented the remaining 50%\)](#)

WP5 is articulated in the following four tasks:

- T5.1 – Creation of Moodle structures for the delivery of e-learning.
- T5.2 – Support of the introduction of materials.
- T5.3 – Monitor the translation of key documentation.
- T5.4 – Monitor the use of the platform during training and re-training.

Moodle platform is [online](#). The trainers are activated as users and has uploaded the respective pilot courses. In this direction Tasks 5.1 & 5.2 are fully completed.

Regarding the task 5.3 "Monitor the translation of key documentation". The budget for translation was allocated to 3 partners UT, UC, and UNTZ as subcontracting. The consortium decided that 6 pilot courses will be translated in Albanian from UT and the other 6 pilot courses from UC. Meanwhile, all the 12 pilot courses will be translated in Bosnian from UNTZ. Each HEI initiated the procedures for translators, and the selected translated all the courses in time before 14/11/2023. In the Moodle platform each course has the Albanian and Bosnian section with the translated materials. This process was handled by UET team.

Regarding the task 5.4 "Monitor the use of the platform during training and re-training". The pilot courses that were prepared for training and re-training sessions are uploaded on the online platform. All respect the structure and the guidelines of the SCATE model. Each person trained is registered and activated with an account to the respective courses that they have followed.

[Work Package 6 \(Fully implemented during this reporting period\)](#)

WP6 is articulated in the following four tasks:

- T6.1 Elaboration and dissemination of the methodology for the sustainability strategy
- T6.2 Sustainability plan for training and re-training courses and Moodle platform
- T6.3 Sustainability plan for Train-to-Trainers workshop
- T6.4 Sustainability plan for network of knowledge experts
- T6.5 Sustainability interim reporting
- T6.6 Sustainability final reporting

TUHH as leader has prepared a methodology for the sustainability strategy, where the focus is Sustainability plan for training and re-training courses; e-learning platform; Train-to-Trainers workshop and network of knowledge experts.

For each section are prepared key questions to be answered and a summarizing table with concrete sustainability measures, actors, barriers, and measures to overcome the barriers, time horizon,

resources and who is responsible. Regarding this, a workshop will be held in Hamburg, on May-June 2023. More details in the section [6.1-Elaboration and dissemination of the methodology for the sustainability strategy.](#)

The task 6.2 deals with the drafting of the sustainability plan for the training and retraining courses and the e-learning platform. Integral to this task is the framing of the sustainability measures for the courses, the elaboration of the KPI set and the identification of the barriers to sustainability of the respective project outcomes. The sustainability efforts have been verified in a participatory workshop (D6.5) and interim targets have been generated, which are consequently incorporated in the Final sustainability plan (D 6.6).

In the prepared report are formulated key questions regarding the sustainability of the project outcomes, and partner universities were involved in identifying the current state and efforts required for sustainability. The sustainability efforts include administration, accessibility, scalability of platform content and courses, translation of instructional material, and course recognition. Key Performance Indicators (KPIs) were derived from reference frameworks, and an assessment was conducted at a Sustainability and Exploitation workshop. The results were integrated into a final sustainability report, submitted as Deliverable D 6.6, which includes an action plan and metrics. This report was communicated to partners at the Final Project Conference, with Deliverable D 6.2 being an integral part of the final sustainability report.

More details in the section [6.2-Sustainability plan for training and re-training courses and Moodle platform.](#)

The task 6.3 deals with the drafting of the sustainability plan for the Trainer-the-Trainers workshop and the SCATE pedagogical model adopted as the course framework in the INTERBA project. An Integral to this task is the framing of the specific sustainability measures, the elaboration of the KPI set and the identification of the barriers to sustainability of the respective project outcomes. The sustainability efforts have been verified in a participatory workshop (D6.5) and interim targets have been generated, which are consequently incorporated in the Final sustainability plan (D 6.6).

The prepared report is formulated key questions, addressing the sustainability of project outcomes. Partner universities were then tasked with assessing the current state and determining efforts required for sustainability, emphasizing the continued utilization of a workshop model. This model includes specific training on the SCATE model and aims to replicate the training for subsequent activities and projects. Key Performance Indicators (KPIs) are the same included in the report of Task 6.2.

More details in the section [6.3 Sustainability plan for Train-to-Trainers workshop.](#)

The activity related to 6.4 focuses on the project knowledge repository and the network of knowledge experts. The INTERBA consortium considers the knowledge repository as an important asset to support "Internationalisation at Home" in the partner countries. In terms of the project, the knowledge repository is a complex and dynamic system with constantly changing properties. In this respect, the consortium strives to expand the repository both horizontally by including new experts, fields of expertise and international projects, and vertically by enlarging the expertise of the participating experts. Crucial for the knowledge repository is a shared base knowledge of the consortium that stems from the different EU-funded projects. The availability of the knowledge repository and the visibility of the network of knowledge experts is a paramount prerequisite for the further scalability of the INTERBA outcomes to other HEIs, local businesses. and regional ecosystems in the Western Balkans. In the process development, key questions were first formulated that relate to the sustainability of the INTERBA knowledge repository and network of

knowledge experts. Then, the partner universities were asked to identify the current state and derive the efforts needed for the sustainability of the project outcomes. Key Performance Indicators (KPIs) are the same included in the report of Task 6.2.

More details in the section [6.4 Sustainability plan for network of knowledge experts](#).

Task 6.5 is devoted to the review of the sustainability plans and interim reporting on the sustainability efforts and KPIs of the consortium partners. This task is based on the draft sustainability plans and the KPIs designed for the respective sustainability efforts. To facilitate this task, a participatory workshop was organized in Hamburg in the third year of the project. The primary objective of the workshop was to create a collaborative environment to enable cross-institutional and cross-country exchange of experiences between partners and a mutual learning process to address the gaps and barriers to the sustainability of the project outcomes. The workshop also served to deepen the understanding of the sustainability aspects and to align the drafted sustainability plans with the KPIs. The assessment of the feasibility of the KPIs and targets was a central plank of the workshop.

The work within the Sustainability and Exploitation workshop (D 6,.5) was organized in three cross-country groups (Albania, Kosovo and Bosnia and Herzegovina). The EU partners accompanied the groups as facilitators of the discussion process, enabling a close exchange of expertise and experiences of the participants. The workshop was equipped with guides to support collaborative problem solving and brainstorming in the working groups (Figure 2). Such a form of participatory workshop ensured the high acceptance of the participants for the intended sustainability plans and indicators. A special part of the workshop was the exploitation of the INTERBA exploitable results, which was also essential for the overall sustainability of the project. As an impulse presentation for the workshop, each partner HEI presented its institution-specific exploitation strategy and plans (D 8.2), the results of which were then communicated in the roundtable discussion. The resulting targets and measures were then discussed about their relation to the sustainability aspects of the project. Following the results of the Sustainability & Exploitation workshop, the sustainability plans and the metrics were synthesized in the final sustainability report (D 6.6) and communicated to the partners at the Final project conference (D 8.5).

More details in the section [6.5 Sustainability interim reporting](#).

The document produced as an activity of Task 6.6 intends to summarize all project activities and efforts related to the sustainability of the project and its outcomes to ensure the long-term impact of the project. This document highlights all core project outcomes described in the Sustainability Methodology (D6.1), the Exploitation and Scalability Strategy (D8.2) and the Financial and Institutional Sustainability Strategic Plan (D8.6). The document also focuses on the specific measures to sustain these outcomes and derives the key performance indicators (KPIs) for sustainability. All measures and KPIs were validated by the consortium partners at the Sustainability and Exploitation Workshop in the last six months of the project.

The INTERBA project employs a structured sustainability approach, outlined in detail with sustainability measures, project outcomes, and resource allocation. The Sustainability Action Plan, developed through strategic steps, includes KPIs, prioritization, and workshops. The plan encompasses diverse areas such as training courses, pedagogic models, Train-to-Trainers workshops, toolkits, E-learning platforms, a knowledge repository, and prioritization expertise. The trained staff ensure the continuity of these initiatives, relying on internal capacities and operational support.

More details in the section [6.6 Sustainability final reporting](#).



Work Package 8 (Fully implemented in line with the project timeline)

See section 3.3.

Work Package 9 (Fully implemented in line with the project timeline)

See section 3.4.

3.3 Dissemination

Different actions were carried out related to the dissemination and exploitation of the INTERBA project. A [website](https://interbaproject.com/) (<https://interbaproject.com/>) was created as a deliverable of Work Package 8.1. It is the central point of information and updates about the project and will be updated in line with the project progress.

In order to reach a broader audience, which includes students, policymakers, university staff and other organizations, a [Facebook](#) and an [Instagram](#) account have been set up. The number of followers on Facebook is increased from 253 to 382 and for Instagram from 41 to 58 up until now of writing the report. Also, a [YouTube](#) channel is active for the project's activities.

Another component of the dissemination strategy was the development of branding with the colours, the logo, templates to be used during reporting and documentations. Also, were prepared roll-up banner, E-newsletter, and leaflets. These materials can be found in the project's website [section](#).

Below is shown the progress of each derivable related to WP 8 (Dissemination) where UET is leader:

- 8.1 The project' [website](#) is online and updated.
- 8.2 Dissemination and Exploitation Strategy is finalized and [online](#).
- 8.3 Two papers on project activities and results are published, one under UET and UC team and the other under the UT team. The first shows the Internalization at Home as a concept and its impact by using Albania as a case study. The second shows the practice of internationalization at home in Western Balkan countries based on the INTERBA project implementation and results. These papers are published in scientific journals:

1. [International Journal of Economics, Commerce & Management](#)
2. [Journal of Albanian Socio Economic Review](#)

- 8.4 Organizing 4 dissemination events with relevant stakeholders. This activity was completed and introduced in the second report. [More in detail ...](#)

8.5 Final International Project Conference in Tirana. It will be held in October 2023.

In this meeting were presented the 2 papers prepared from Universum College and University of Tirana team. University of Cagliari presented the Key Performance Indicators (KPIs) on courses and experts, highlighting successful achievements but acknowledging a slight lag in the number of experts. University of Middlesex presented outputs from W.P.3 and W.P.4, stressing the importance of concluding any pending documents promptly. Partners were reminded to ensure that all required documents were uploaded to the Moodle platform and Google Drive. European University of Tirana provided updates on the work packages they oversee, including a demonstration of the Moodle platform structure and material presence; the activities related to newsletters, exploitation strategy, dissemination, sustainability, and engagement with the private sector were reported. TUHH partner proposed organizing translated materials in a dedicated section on the Moodle platform presentations regarding sustainability and exploitation were delivered.

- 8.6 Financial and Institutional Sustainability Strategic Plan. This activity was completed and introduced in the second report. [More in detail ...](#)



8.7 Sustainable cooperation with labor market.

Related to this activity was presented the document which highlighted the main actions to be undertaken by the INTERBA project's consortium to ensure the sustainability of the project and its results after the end of the project in December 2023.

Sustainable cooperation with the labor market involves establishing and maintaining long-term partnerships between higher education institutions (HEI) and the job market or industry. This collaboration is essential for ensuring that educational programs align with the evolving needs of the workforce and that students are well-prepared for employment. In the framework of the INTERBA project, this collaboration was formalized through Memorandum of Understandings between partner country HEIs and companies in related fields. Each partner country HEI signed at least 2 agreements with business partners, to offer training for them, based on the training packages that were produced through the INTERBA project. [More in detail ...](#)

8.8 Creation of the partner network between all institutions involved in the project (To be prepared in 2023).

All the Partners have successfully collaborated and completed the INTERBA Project “Internationalization at Home: Embedding Approaches and Structures to Foster Internationalization at Western Balkans”, the Consortium Partners agree to commit to future collaboration among each other, in terms of project development, trainings development, joint initiatives and activities.

The consortium partners recognize the value of their past collaboration and are eager to explore further opportunities for cooperation in the field of internationalization and broader. For this reason, they formalize their commitment to future collaboration through a cooperation agreement. [More in detail ...](#)

3.4 Management

3.4.1 Risks

The following risks was pointed out during the first kick-off meeting:

1. Low commitment of the partners
2. Resistance to change
3. Frequent changing of legal representatives
4. Frequent changing of contact persons
5. Force majeure
6. COVID 19

The risks happened are mentioned in the first report. The major impact has Covid-19 which bring the extension of the project with 1-year with the approval of the Agency.

This fact brings the readjustment of project timeline with the extension of deadlines of the remaining deadlines of deliverables by paying attention to not affect the natural flow of work package deliverables. Partnership agreement

3.4.2 Partnership agreements

All partnership agreements are signed from legal representations and deposited in University of Tirana.

3.4.3 Meetings (To be extended with summary of each meeting)

Except for the first meeting that was held in Tirana, due to the COVID situation, all the partners agreed with the UT proposal, to hold the next meetings online. For this reason, a procedure was prepared and approved from the steering committee:



- Doodle link with possible dates.
- Draft agenda to be discussed.
- Skype link for video conference call.

Minutes of Meeting (MoM) are prepared from the Communication team of UT and upload in the project website. For more detail... In these documents there are transcripts of the discussions regarding the agenda topics, and the steering committee, project board and quality board decisions.

In the first and second report are summarized the following meetings:

- 17 January 2020
- 9-10 March 2020
- 15 April 2020
- 11 May 2020
- 10 July 2020
- 21 October 2020
- 23 December 2020
- 20 January 2021 (online)
- 09 June 2021 (online)
- 17 June 2021 (online)
- 02 July 2021 (online)
- 05 October 2021 (online)
- 17-20 January 2022 (London, UK)
- 07-10 February 2022 (London, UK)
- 11-13 April 2022 (Tirana, AL)
- 24-27 May 2022 (London, UK)
- 09 June 2022 (online)
- 13-15 July (Cagliari, IT)
- 18-20 July (Palermo, IT)
- 09 November 2022 (online)

for the period of this report are held the following meetings:

30 May- 02 June - Hamburg, Germany

In Hamburg a Consortium Workshop with the focus on sustainability. The TUHH team opened the workshop outlining an agenda focused on sustainability and exploitation. Partners presented their plans for course exploitation, emphasizing the process of translations for wider reach. Discussions revolved around achieving KPIs, standardizing courses, and exploring accreditation options. The day concluded with group work on sustainability plans.

The following days, the consortium explored potential application calls for continued collaboration, considering the Dissemination & Exploitation Support Facility. A Miro graph visualized partners' expertise for future cooperation. Group work on Train-the-Trainers and strategic plans for sustainability and finalized the sustainability tables. Then the UT team presented on management issues, RfK documentation standardization. Meanwhile the dissemination was presented by the UET team. The workshop concluded with comprehensive discussions on achieving long-term project goals.

18-20 September 2023 - London, United Kingdom

Over three days, the consortium had a management meeting at Middlesex University to discuss and refine project aspects and future collaborations. Day 1 included a site tour and a review of work packages 2 and 3, emphasizing achievements and material organization on Moodle. Day 2 focused



on WP4 revisions, financial matters, and project timelines. The final day covered subcontracting procedures and extended discussions on future collaboration. The meeting concluded with insights and remarks on the successful three-day activity. A Memorandum of Understanding was proposed as a commitment to future collaborations.

12 October 2023 – Tirana, Albania

The meeting started with a welcome speech from the coordinator, covering topics such as communication with the Agency, remaining funds, and the upcoming external financial audit managed by Universum College. KPIs for courses and experts were presented, revealing positive results but a need to catch up on expert numbers. Discussions on course translations highlighted challenges in formatting. MUHEC as leader of W.P.3 and W.P.4 emphasized timely completion of working package outputs. Plans for the final meeting in Prishtina were confirmed as a hybrid event. UET partners discussed progress in various WPs, including Moodle platform revisions and newsletters. TUHH presented on sustainability strategies, proposing a mutual e-platform for knowledge exchange. The presentations of two papers focused on Internationalization at Home as a concept and its practice. Ongoing management and financial matters were addressed at the end of the meeting.

For [more information](#) see the website section.

3.4.4 Reporting

Regarding reporting, all partners that are leader of working packages has prepared reports related to the tasks they have undertaken. For [more information](#) see the website section.

Through Agantty, an [online tool](#), the PCB members can monitor the project timeline. Every Monday morning through an email, each PCB member is notified regarding the tasks completed, in progress, not started and those outdated. The updated timeline mentioned in this report can be found online in the [reserved area](#) of the Interba project website.