

LOGICAL FRAMEWORK MATRIX – LFM

<p>Wider Objective: <i>What is the overall broader objective, to which the project will contribute?</i></p> <ul style="list-style-type: none"> • Promoting Teaching and Learning Excellence in Azerbaijan 	<p>Indicators of progress: <i>What are the key indicators related to the wider objective?</i></p> <ul style="list-style-type: none"> • Improved Quality of Teaching and Learning 	<p>How indicators will be measured: <i>What are the sources of information on these indicators?</i></p> <ul style="list-style-type: none"> • Positive evaluation results of Teaching and Learning Quality (external and internal experts, many other tools) • Positive feedbacks from employers, teachers, students and trainers. 	
<p>Specific Project Objective/s: <i>What are the specific objectives, which the project shall achieve?</i></p> <ul style="list-style-type: none"> • Building Capacity for Developing Teaching and Learning Process to meet pedagogical and technological needs of faculty at all stages of their career • Improving and Providing Quality Teaching and Learning through usage of innovative technology, promoting research and establishing long-lasting linkages with European Universities. 	<p>Indicators of progress: <i>What are the quantitative and qualitative indicators showing whether and to what extent the project's specific objectives are achieved?</i></p> <ul style="list-style-type: none"> • Organized development programs for staff, teachers and trainers. • Developed resource support of the Teaching and Learning Processes • Developed (culture) research opportunities and results • Developed international linkages with European Partners 	<p>How indicators will be measured: <i>What are the sources of information that exist and can be collected? What are the methods required to get this information?</i></p> <ul style="list-style-type: none"> • Number and quality of development program • Positive changes in the Teaching and Learning Process • Number and quality of research works • Number and willingness of instructors to be involved in the research 	<p>Assumptions & risks: <i>What are the factors and conditions not under the direct control of the project, which are necessary to achieve these objectives? What risks have to be considered?</i></p> <ul style="list-style-type: none"> • Motivation of instructors to be trained • Readiness of staff and instructors • Support of all consortium members
<p>Outputs (tangible) and Outcomes (intangible): <i>Please provide the list of concrete DELIVERABLES - outputs/outcomes (grouped in Workpackages), leading to the specific objective/s.:</i></p> <ul style="list-style-type: none"> • WP. 1 Preparation • WP. 2 Building Human Resources Capacity • WP.3. Developing Research Competence • WP.4. Establishing Teaching and Learning Centre (TLC) at each partner university in Azerbaijan. • WP. 5 Enhancing Usage of 	<p>Indicators of progress: <i>What are the indicators to measure whether and to what extent the project achieves the envisaged results and effects?</i></p> <ul style="list-style-type: none"> • TLC is established at each partner university. • TLC structure and staff developed. • Teaching and Learning Resource Developed • Trainers Trained (TOT) • Teachers trained and Developed • Mutual cooperation relationships established 	<p>How indicators will be measured: <i>What are the sources of information on these indicators?</i></p> <p>Number and quality of workshops, seminars, and trainings conducted (projected number is 150).</p> <ul style="list-style-type: none"> • Number and Relevance of topics covered • Number of courses using innovative teaching methods. • TLC is fully equipped and functioning • Number and quality of teachers trained (projected number is 200) 	<p>Assumptions & risks: <i>What external factors and conditions must be realised to obtain the expected outcomes and results on schedule?</i></p> <ul style="list-style-type: none"> • Efficient and effective consortium management • Understanding of the importance of the problem • No resistance from staff during the implementation of new strategy • Proficient staff able to cover the range of skills needed to deliver the strategy and action plan

<p>Technology in Teaching and Learning Process</p> <ul style="list-style-type: none"> • WP. 6 Quality Assurance, Control and Monitoring • WP. 7 Dissemination • WP. 8 Exploitation • WP. 9 Project Management 	<ul style="list-style-type: none"> • Educational technology integrated into teaching and learning • Database of teaching and learning resources created through institutional repository • Access availability to Research Information and Opportunities • Research Repository functioning • Evaluation Report on current state developed • Web-page developed • TLC Library developed • Topics and methodologies developed • Guidelines for Teaching Excellence developed • Repository and E-Learning functioning 	<ul style="list-style-type: none"> • Number and quality of Staff trained (projected number is 50) • Number and quality of trainers trained (projected number is 25) • Number of Research Work, Theses Collected and Located in Repository • Number of E-Tutorial Users • Number and quality of non-university teachers trained (projected number is 150) • Reports from meetings, visits, presentations for media and interested groups. • Quality control and management reports 	<ul style="list-style-type: none"> • Approaches and tools for interaction may not contribute to a constructive exchange of knowledge
<p>Activities: <i>What are the key activities to be carried out (<u>grouped in Workpackages</u>) and in what sequence in order to produce the expected results?</i></p> <ul style="list-style-type: none"> • WP. 1 Preparation • 1.1 Conducting Situational Analyses • WP.2 Development • 2.1 Reviewing and Learning Experiences of EU Models • 2.2 Organizing Trainings for potential staff members • 2.3 Organizing Trainings for Instructors on different topics identified in the project • WP.3 DEV • 3.1 Organizing workshops on Research opportunities • 3.2 Providing Open Access to 	<p>Inputs: <i>What inputs are required to implement these activities, e.g. staff time, equipment, mobilities, publications etc.?</i></p> <ul style="list-style-type: none"> • Staff costs 343 033 Euros • Travel Cost 134 790 Euros • Cost of Stay 226 800 Euros • Equipment 204 000 Euros • For Teaching and Learning Centres at each partner university in Azerbaijan • For E-Laboratory at Khazar. • 8 Servers and Antivirus package for TLC web page • Guidelines for Teaching and Learning, • Conference, Training and Promotional Materials and Join Annual Reports. 		<p>Assumptions, risks and pre-conditions: <i>What pre-conditions are required before the project starts? What conditions outside the project's direct control have to be present for the implementation of the planned activities?</i></p> <ul style="list-style-type: none"> • Pre-conditions • Mutual collaboration among consortium members • Contribution of foreign professors and experts at realization stage • WP. 1 • Assumptions and risks: • Support and experience/knowledge sharing of EU partners; • Motivation of staff responsible for project; • Multiple methods of knowledge and skill acquisition.

<p>Scholarly Information</p> <ul style="list-style-type: none"> • 3.3 Organizing Trainings on "How to do Research" • WP. 4 DEV • 4.1 Developing Structure and Activity Plan of the TLC • 4.2. Installing Equipment • 4.3 Developing TLC Library • 4.4 Developing Guidelines for Teaching and Learning • WP.5- DEV • 5.1 Organizing workshops on eRepository and eLearning • 5.2 Establishing eLearning Laboratory (Model Classroom) • 5.3 Creating Institutional Repository in Azerbaijan • 5.4 Collecting Research Outputs • 5.5 Creating TLC Web page • WP 6 – QLT PLN • 6.1 Organizing Quality Control Team Meetings • 6.2 Coordinating Project Quality, Monitoring Activities • WP 7 – DISS • 7.1 Organizing Press Conferences • 7.2 Publication of Promotional Materials • 7.3 Publication of Joint Annual Report • 7.4 Organizing Final Conference • WP. 8 – EXPL • 8.1 Organizing awareness conference • 8.2 Starting advertising campaign 			<ul style="list-style-type: none"> • WP. 2 • Assumptions and risks : • Multiple persons involved, whereby each of them has specific competencies and responsibilities with respect to the learning process, and • Effective instruments to evaluate whether the goals pursued have actually been reached. • WP. 3 • Teachers knowledge and expertise to design and implement assessment mechanism • Improving the quality of instructors entering the TLC, the quality of trainings • Teacher training programs need to be further realigned and reinforced • WP. 4 • Assumptions and risks: • Involving Faculty and PhD students in directing research competence experiences; • Transfer of strategies to new tasks and models for learning strategy instruction. • Lack of innovative research resources; • WP. 5 • Assumptions and risks: • Information support and experience/knowledge transfer from EU countries; • Motivation of faculty and students
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<ul style="list-style-type: none"> • 8.3 Developing Self-financing • WP.9-MGT • 9.1 Participating in ERASMUS+Meeting • 9.2 Holding Kick-off meeting • 9.3 Organizing National Coordination Team (NCT) Meetings • 9.4 Organizing International Management Team (IMT) Meetings • 9.5 Organizing Virtual Meetings of IMT and NCT • 9.6 Providing Operational and Financial Activities. • 9.7 Organizing Day-to-Day Management Activities 			<p>to use innovative technology;</p> <ul style="list-style-type: none"> • Active involvement and participation of teachers and students. • Lack of library and information support of faculty and students. • WP. 6 • Assumptions: and risks • Motivation and interest of Azerbaijani Universities • Support of government authorities • Effective dissemination innovative teaching ideas and materials • Attitudes toward the dissemination partner institutions's outcome are slow to change. • WP. 7 • Assumptions and risks: • Commitment, motivation and competence of all members of teaching and learning consortium; • Equitable access and interest of society in project results. • WP. 8 • Assumptions and risks: • Stakeholders participate actively in the pro
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WORKPLAN

The same reference and sub-reference numbers as used in the logical framework matrix must be assigned to each outcome and related activities.

Activity carried out in the Programme Country: = (E.g. activity in France for two weeks in the first month of the project 2= under M1)

Activity carried out in the Partner Country (ies): X (E.g., activity in Tunisia for three weeks in the second month of the project: 3X under M2)

WORKPLAN for project year 1

Activities		Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref.nr/ Sub-ref nr	Title													
1.1	Conducting Situational Analyses	3	3X											
2.1	Reviewing and Learning Experiences of EU Models	10		3=	3=	4=								
2.2	Organizing Trainings for potential staff members	8					4X	4X						
2.3	Organizing Trainings for Instructors on different topics	6							3X	3X				
3.1	Organizing workshops on Research opportunities	6									3X	3X		
3.3	Organizing Trainings on “How to do Research”	6											3X	3X
5.5	Creating Centre’s web page	12				4X	4X	4X						
6.1	Organizing Quality Control Team Meetings	3		1X=					1X=				1X=	
6.2	Coordinating Project Quality Monitoring Activities	12	1X	1X	1X	1X	1X	1X	1X	1X	1X	1X	1X	1X
7.1	Organizing Press Conferences	2									2X			
8.1	Organizing awareness conference	2			2X									
9.1	Participation in ERASMUS+ Meeting	1	1X											
9.2	Holding Kickoff Meeting	1		1X										
9.3	Organizing National Coordination Team (NCT) Meeting	2		1X										1X
9.4	Organizing International Management Team (IMT) Meeting	2		1=									1X=	
9.5	Organizing Virtual Meetings of IMT and NCT	2			1X							1X		
9.6	Providing Operational and Financial Activities	24	2X	2X	2X	2X	2X	2X	2X	2X	2X	2X	2X	2X
9.7	Organizing Day-to-Day Management Activities	36	3X	3X	3X	3X	3X	3X	3X	3X	3X	3X	3X	3X

WORKPLAN for project year 2

Activities		Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref.nr/ Sub-ref nr	Title													
3.2	Providing Open Access to Scholarly Information	3	1X	1X	1X									
4.1	Developing Structure and Activity Plan of the TLC	4		2X	2X									
4.2	Installing Equipment	6		2X	2X	2X								
4.3	Developing TLC Library	6		2X	2X	2X								
4.4	Developing Guidelines for Teaching and Learning	12			3X	2X	2X	2X	3X					
5.1	Organizing workshops on eRepository and eLearning	4				2X	2X							
5.2	Establishing eLearning Laboratory (Model Classroom)	6											3X	3X
6.1	Organizing Quality Control Team Meetings	3		1X					1X				1X	
6.2	Coordinating Project Quality Monitoring Activities	12	1X	1X	1X	1X	1X	1X	1X	1X	1X	1X	1X	1X
7.1	Organizing Press Conferences	2									2X			
7.2	Publication of Promotional Materials	4	2X	2X										
8.2	Starting Advertising Campaign	5										3X	2X	
9.3	Organizing National Coordination Team (NCT) Meetings	2	1X											1X
9.4	Organizing International Management Team Meetings	2		1=									1X=	
9.5	Organizing Virtual Meetings of IMT and NCT	2			1X							1X		
9.6	Providing Operational and Financial Activities	24	2X	2X	2X	2X	2X	2X	2X	2X	2X	2X	2X	2X
9.7	Organizing Day-to-Day Management Activities	36	3X	3X	3X	3X	3X	3X	3X	3X	3X	3X	3X	3X

WORKPLAN for project year 3

Activities		Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref.nr/ Sub-ref nr	Title													
3.4	Organizing Regular Workshops on Research Activities	6	1X	1X	1X	1X	1X	1X	1X	1X	1X	1X	1X	1X
5.2	Establishing eLearning Laboratory (Model Classroom)	2	2X											
5.3	Creating Institutional Repository in Azerbaijan	6		2X	2X	2X								
5.4	Collecting Research Outputs	6				1X	1X	1X	1X	1X	1X			
6.1	Organizing Quality Control Team Meetings	3		1X				1X				1X		
6.2	Coordinating Project Quality Monitoring Activities	12	1X	1X	1X	1X	1X	1X	1X	1X	1X	1X	1X	1X
7.1	Organizing Press Conferences	2									2X			
7.3	Publication of Joint Annual Report	8					2X	2X	1X	1X	2X			
7.4	Organizing Final Conference	8							1X	1X	2X	2X	2X	
8.3	Developing Self-financing and Regulation Plan	8		2X	2X	1X	2X	1X						
9.3	Organizing National Coordination Team (NCT) Meetings	2	1X											1X
9.4	Organizing International Management Team Meetings	2		1=									1X	
9.5	Organizing Virtual Meetings of IMT and NCT	2			1X							1X		
9.6	Providing Operational and Financial Activities	24	2X	2X	2X	2X	2X	2X	2X	2X	2X	2X	2X	2X
9.7	Organizing Day-to-Day Management Activities	36	3X	3X	3X	3X	3X	3X	3X	3X	3X	3X	3X	3X