



ACCREDITATION COORDINATION TEAM

WP2 DEVELOPMENT AND IMPLEMENTATION OF MASTER DEGREE PROGRAM

DEV 2.4 Accreditation of master programme curricula



Development of Regional Joint Master Program in Maritime Environmental Protection and Management – MEP&M
Project no. 619239-EPP-1-2020-1-ME-EPPKA2-CBHE-JP

ACCREDITATION COORDINATION TEAM

Establishment of the ACT and definition of the scope of responsibilities

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List of abbreviations and acronyms

MEP&M	- Maritime Environmental Protection and Management
UoM	- University of Montenegro
UAMD	- Aleksander Moisiu University of Durres
UV	- University 'Ismael Qemali' Vlore
UL	- University of Ljubljana
UCA_F	- Université Côte d'Azur
UCA_E	- University of Cadiz
GMD	- General Maritime Directorate
EPA	- Environmental Protection Agency
ECD	- Ecological Center DOLPHIN
ACT	- Accreditation Coordination Team

1. Accreditation Coordination Team (ACT)

Development and implementation of the interdisciplinary joint master degree programme in English (WP2) within the framework of the MEP&M project will be realized through several deliverables, as follows:

- DEV 2.1 Development of master program curricula (M12-M17; Event; Report)
- DEV 2.2 Development of teaching materials and methodology (M18-M23; Teaching material, Event, Report, Service/Product)
- DEV 2.3 Development of e-lectures (M22-M27; Teaching material, Learning material, Report, Service/Product)
- DEV 2.4 Accreditation of master program curricula (M20-M26; Report)
- DEV 2.5 Start-up and self-evaluation of master program (M32-M36; Learning material, Report).

All project partners are foreseen to participate in the implementation of WP2 (UoM, UAMD, UV, UCA_F, UCA_E, GMD, EPA, ECD) coordinated by the University of Ljubljana (UL). Complexity of national and institutional laws and requirements regarding the accreditation of joint master degree programme in English, as well as the lack of previous experience in the realization of such accreditation procedure on the level of HEIs are some of the potentially highest risks that may arise. This directly can lead to delay in the realization of deliverables, postponing implementation deadlines including the start-up of the master programme and extending the project implementation period.

In order to mitigate the previously mentioned risks and achieve timely fulfillment of deliverables/goals, the project coordinator (UoM) proposed the establishment of Accreditation Coordination Team (ACT).

The ACT is made up of three members, representatives of UoM, UAMD, and UV. Contact information of the ACT members are presented in Table 1.

Table 1. ACT members

Name and Surname	Institution	Contact information
Maja Škurić	UoM	mskuric@ucg.ac.me , +38269033272 (WhatsApp, Viber)
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Stela Sefa	UAMD	stelasefa@gmail.com , +355697504048 (WhatsApp)



2. General responsibilities of the ACT

The ACT will communicate with the Lead partner (UL), working teams on the level of PC HEIs (consisted of HEIs' staff and non-academic partners' staff), relevant institutional bodies competent for the accreditation of study programmes, relevant national agencies and administrations competent for the accreditation of the joint master degree programme. Also, the ACT coordinates the process of gathering necessary information, preparation of accreditation documents (reports with annexes) at all three PC HEIs in accordance with established national and institutional standards, policies, and procedures. The ACT reviews prepared draft accreditation documents to assure quality and compliance with accreditation standards. The ACT reports to the Lead partner and Project Management Board (PMB) about the effectiveness of the performed tasks and activities.

3. Specific responsibilities of the ACT

The ACT will primary be responsible for:

- day-to-day communication on accreditation preparation and implementation activities;
- review national and institutional standards, policies and procedures related to the accreditation of joint master degree programme;
- organization ACT meetings twice a month;
- scheduling, organization and participation on external and internal accreditation meetings (at least once a month);
- draft, consolidate, and edit meetings reports;
- monitoring evaluation of the effectiveness and time efficiency of the working teams;
- review, track, and respond to the requests and needs of the working teams or relevant national/institutional bodies involved;
- providing assistance, necessary information and data to the working teams;
- monitoring of the internal institutional procedures, preparation of draft correspondence, and facilitate communication with relevant bodies competent for the accreditation of study programmes;
- reports to the Lead partner and Project Management Board (PMB) about the effectiveness of the performed tasks and activities.



4. Concluding remarks

The ACT is primary established aiming to support the realization of the WP2, in that sense the previously listed specific responsibilities should be adjusted according to the needs and expectations of the Lead partner and participants.

Furthermore, the ACT could be expanded or team members may change during the implementation of project activities to which their jurisdiction refers to. The request for team expansion and revision the ACT submits to the Lead partner who send it to the Project Management Board (PMB) for approval.

Any change to this document must be duly documented and adopted by the PMB.