

CybPhys Meeting

WP5: Updated Quality Assurance

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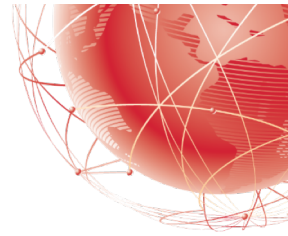
KIOS Research and Innovation Center of Excellence
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Monday, November 15, 2021

FUNDED BY:

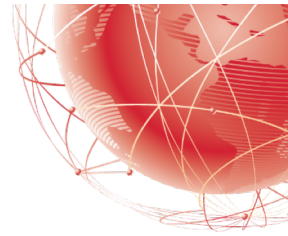


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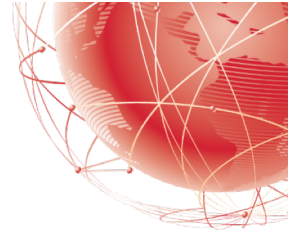
Presentation Outline

- Introduction
- Tasks
- Deliverables
- Discussion and suggestions



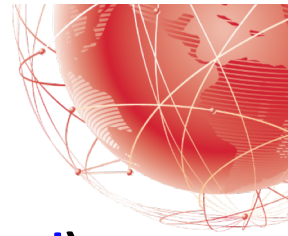
Introduction

- Runs from Month 1 to Month 36
- Quality Assurance
 - This QAP plan was revised to implement a set of **rigid assurance mechanisms** that are imperative to continue to deliver high quality outcomes and to ensure the realization of the project activities



Introduction

- **Objectives:**
 - To update the Quality Assurance Plan (QAP) with **milestones**;
 - To update the **team responsible for quality control** and monitoring activities;
 - To **implement rigid measures** to follow the project's progress and propose corrective action;
 - To introduce **mitigation actions** and a **contingency plan**.



WP5 Tasks

5.1 Updating the Quality Assurance Plan (QAP) with milestones (**completed**)

feedback on 15/11/2021 Meeting

5.2 Development of Project Manual (**Completed**)

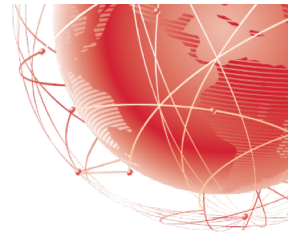
5.3 Updating of Quality Assurance and Monitoring Team

regular meetings to be scheduled every 3 months

5.4 Follow-up the project progress, take corrective actions

- coordinated action between PC and QAMT
- PC leads the QAMT team and approves the action points needed after each QAMT meetings
- PC communicates clearly, and oversees the implementation of the action points to all the consortium members, either at the regular project meetings or with one-on-one ad-hoc meetings (written records are highly recommended)

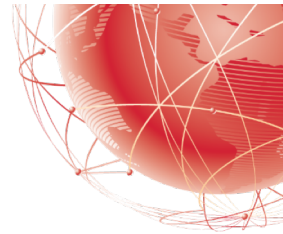
5.5 Quality Assurance updating, assessment and monitoring



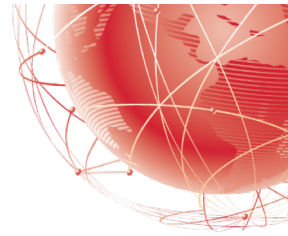
Task 5.1: Quality Assurance Plan (QAP) with milestones

- QAP with milestones
 - First Version: 30/12/2020
 - Updated Version: 10/11/2021 [taking into account Belarusian HEIs leaving the consortium, and the COVID-19 global pandemic]
- The Quality Assurance Plan (QAP)
 - Was approved by consortium members
 - The QA team was also confirmed
 - The QA team was updated to include members from participating organizations
 - The management responsibilities were discussed
 - WP leader is the quality manager of each deliverable
 - The management procedures were established
 - Time related procedures
 - (Internal) reviewing procedures
 - The quality criteria were clarified (templates, language, etc.)

Task 5.1: Updated Quality Assurance Plan with milestones

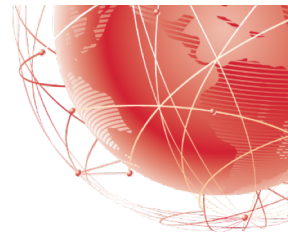


- **Updated QAP**
- **Considering the challenges emerging from the COVID-19 global pandemic and tense relations between Belarus and the EU, rigid quality assurance mechanisms are imperative to continue to deliver high quality outcomes and to ensure the realization of the project activities. A revised Quality Assurance Plan (QAP) was developed to achieve this goal**



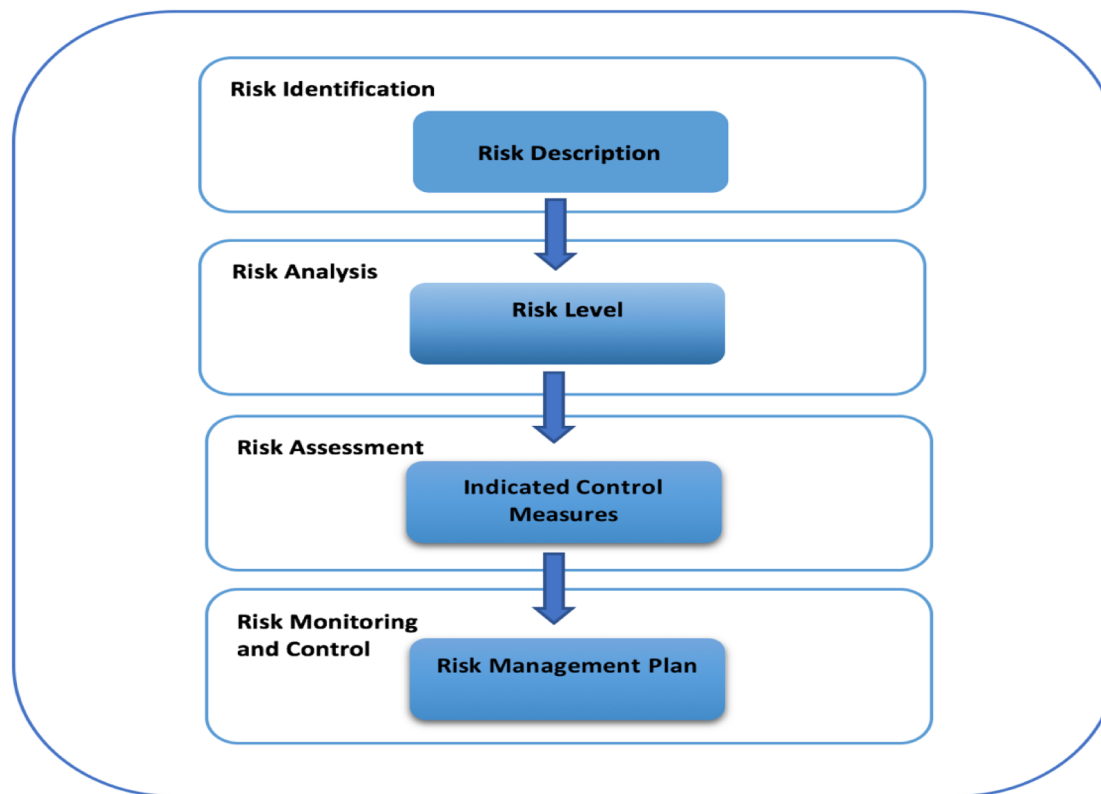
Task 5.1: Risk identification and assessment

- **Assumptions and Risks**
- A careful risk and contingency plan was developed to mitigate any problems that could further inhibit the project implementation and minimize possible deviations from the project results and timelines;
- **Risk identification and assessment**
- Risk identification, risk assessment and risk evaluation (severity and possibility) will be implemented throughout the duration of the project. The aim is to identify any possible risks in a timely manner to mitigate their impact. For prompt and effective risk identification, particular attention will be placed on
 - **Status and quality of deliverables**
 - **Work Package and task schedules**
 - **Benchmarks and indicators analysis**
 - **Communication flow with Project Coordinator, Management Team and WP Leaders**

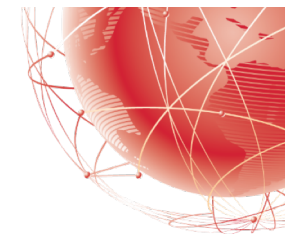


Task 5.1: Risk identification and assessment

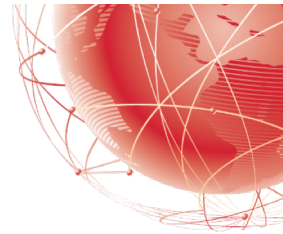
Fig. 1 Risk management procedure



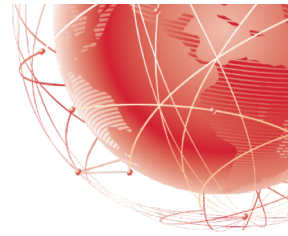
Task 5.1: Updated risk management and contingency plan



Task 5.1: Updated Quality Assurance Plan with milestones

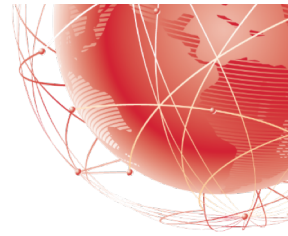


- The Quality Assurance Plan (QAP) will continue to ensure that:
 - The newly developed and enhanced courses in Ukrainian HEIs are reviewed and evaluated by involved parties and stakeholders;
 - **Industry representatives and students participate in syllabi design;**
 - Specific needs of different modes of delivery (e.g. lectures, lab work, e-learning) and target groups are taken into account;
 - Learning resources are available to teachers and students;
 - **Formal programme approval procedures by the university authorities are completed within the indicated time frame;**
 - Students' progress and achievement are monitored.



Task 5.2: Development of a Project Manual

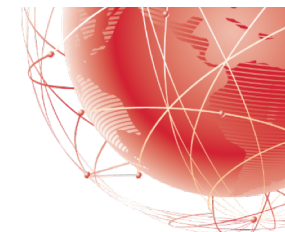
- **First version: 30/02/2020**
- **To continue the clear flow of communication with internal and external stakeholders;**
 - QAMT: to report on the methodology/strategy used by each HEI, if available. If it is not available, recommend a CybPhys uniform strategy to engage active communication with internal and external stakeholders (including feedback measures: i.e., questionnaires)?
- **To maintain the indicated reporting system;**
- **The "Project Manual" is a summary of rules, methods and tools that sets:**
 - the project objectives and their analyses, in terms of products, tasks and necessary resources
 - a reliable time and financial schedule
 - the specific project procedures, in accordance with Erasmus+ requirements
 - the measures to reach cost and objectives of the project
- **The Project Manual has already been presented and discussed with consortium partners;**
 - QAMT needs to oversee the implementation of the Project Manual at the local institution and to clarify questions where needed.
- **The Coordinator, with the assistance of the Project Manager, will continue to ensure the responsibility for offering technical management and administrative support.**



Task 5.3: Establishment of QA and Monitoring Team

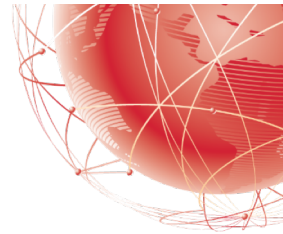
- **QA and Monitoring Team**
 - The partners nominated the Project Quality Assurance and Monitoring Team (QAMT);
 - **QAMT was established on 30/12/2019**
 - **QAMT was updated on 10/11/2021 [excludes Belarusian HEIs]**
- **The QAMT is responsible for the Project Quality Assurance Plan (PQAP);**
- **A working group for internal quality control activities was created at each HEI;**
- **PQAP established the quality measures, which are currently used for outcomes evaluation against the benchmarks and indicators.**

Task 5.4: Progress, corrective actions procedures



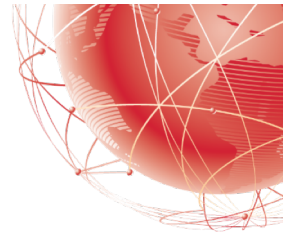
- Deliverable due date: **14/11/2021**
- **The Project Coordinator continues to ensure the quality of the project activities by offering relevant technical management and administrative support:**
 - Circulating and archiving (paper/electronic form) all project-related correspondence;
 - Taking care of the communication flow;
 - Ensuring necessary forms for partners are completed, enabling proper reports circulation on curricular development, feedback, technical and financial matters in progress reports;
 - Following-up the project progress and pointing out any emerging problem or improper functioning;
 - Reporting to MC members about progress, risks and corrective actions;
 - The **state of the project quality was measured by Interim report;**
 - **Final Quality Reports** from partners, as well as **Consolidated Quality Reports**, produced by LP will also **serve as project quality measures.**

Task 5.5: QA set-up, assessment and monitoring

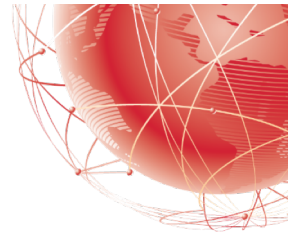


- **Deliverable due date:** [14/11/2021](#)
- **Internal QA process:**
 - QAMT has established the quality measures, which are currently used for outcomes evaluation against benchmarks and indicators;
 - Reporting system on the QA;
 - **Methodology for obtaining a feedback from the employers** (research institutions, high-tech companies, professional associations) on new developed curricular through **involvement in the elaboration of curricula at preparation stage** of the project, **consultations in the development stage** and **involvement in evaluation of the developed courses and programs** during validation and tuning process;
 - **Teachers and students training events and sessions**, which have been organized during the project, and are **evaluated for quality assurance** (i.e., through **questionnaires administered**);
 - Under **WP4 Leader**, QAMT will develop a methodology for “self-evaluation,” i.e., through questionnaires;
 - The outcomes of the [TEPMUS project ALIGN for Ukrainian HEIs](#) will be applied for achieving and [checking the alignment between academic Programmes and qualification frameworks](#).

Task 5.5: QA set-up, assessment and monitoring



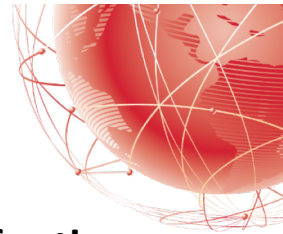
- Deliverable due date: **14/11/2021**
- **External QA process:**
 - For the external quality control and monitoring, **two experts from non-participating EU institutions will be subcontracted** by the project to implement external quality control activities;
 - The external evaluation will take place in the second and third years of the project, **before and after the course implementation**;
 - The state of quality of the project deliverables was first measured by the first Interim and then it will be measured by the Final Quality Reports from partners, with the inputs from PQAP, as well as reports provided by external experts.



WP 1 Preparation

- **1.1 Kick-off meeting of the Project Team [5-6/12/19].**
- **1.2. The study of compatibilities of educational regulations. Ex-Ante reports elaboration [14/02/2020].**
- **1.3. Finalising the studies to define specific needs of the labour market. Report on studies. WS1 in Minsk [14/03/2020].**

WP 2 Development and modernization of curricula



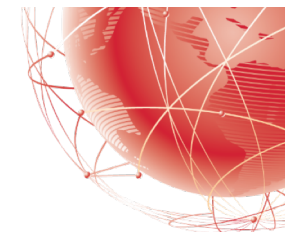
- 2.1. Development of curricula and study programmes for education. Teaching materials for the bachelor- and master-students study programmes and courses [01/03/2020-14/08/2021].
- 2.2. Teaching staff training on curricula topics. Students training on curricula topics [28/02/2022-11/03/2022 UCY; 7/02/2022 -18/02/2021 KU Leuven].
- 2.3. Teachers training on professional English language skills [13/09/2021-17/09/2021 KU Leuven].
- 2.4. Workshops for curricula and study programs development: WS2 – WS9 [14/11/2022].
- 2.5. Curricula accreditation in the universities and Accreditation offices of PCs [30/06/2021].
- 2.6. Testing and validation of the developed education programmes, courses and lab practices [14/06/2022].
- 2.7. Tuning of curricula and study programs in PCs universities [14/11/2022].
- 2.8. Measuring of a feedback of stakeholders [14/08/2022].
- 2.9. Double Degree Master program development and accreditation [14/08/2022].



Critical Questions

<p>(D2.8)</p>	<p>Partner' Reports on new curricula testing with feedback from teaching staff, students, student' organizations, Ministry' officers and entrepreneurs (professional associations, enterprises, etc.) involved in student teaching and curricula enhancement (covered also by D5.5)</p> <p>(1) Should we include only one testing or testing reports every 2 semesters?</p> <p>(2) The methodology for testing and questionnaires needs to be justified, (i) i.e., internal procedures on the use of questionnaires in each university (ii) solicitation of feedback from target groups, i.e., students, student organizations, teachers. Does each university already have in place the mechanisms to solicit feedback from each target group?</p>	14.08.22	Yes		Yes	
<p>WP2 (D2.9)</p>	<p>Curricula development: development and enhancement of lectures, lab practices and compatible teaching (didactic) materials (i.e., lecture synopses, presentations, lab guides)</p> <p>Should this be included in the final report or should we have a separate report?</p>	14.08.22	Yes		Yes	

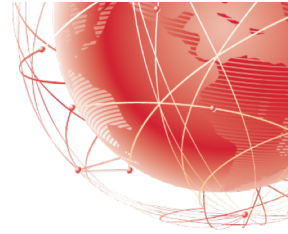
WP 3 Development of innovative ICT-based teaching and learning environment



- 3.1 Development of virtual environments for distance learning and virtual mobility [14/03/2020].
- 3.2 Elaboration of e-books, document sharing facilities, digital writing and publishing facilities [14/10/2021].
- 3.3 Development of learning and teaching methodologies and pedagogical approaches for use of ICT [14/10/2022].
- 3.4 Workshops on ICT tools [Updated 07/2022].

15/11/2021

WP 4 Developing the Sharing Modelling and Simulation Environment platform (SMSE)

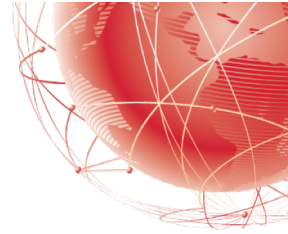


- 4.1 Analysis of experience of contemporary technical solutions and development of a concept of the SMSE [14/04/2020].
- 4.2 Development of the technical platform of the SMSE and designing of web interface for SMSE platform [14/12/2020].
- 4.3 Development of computer classes with on-distance/ virtual laboratory in framework of SMSE platform [14/10/2022].



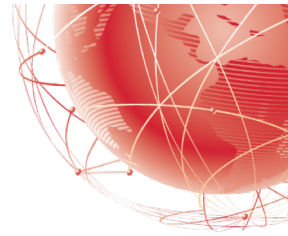
WP 6 Dissemination, exploitation and sustainability

- 6.1 Development of information and promotional materials [14/11/2022].
- 6.2 Information sessions for target groups [14/11/2022].
- 6.3 Project Web Portal and social media [14/11/2022].
- 6.4 Recommendations for new master-level programs introduction in PCs universities beyond the project [14/11/2022].
- 6.5 Strengthening academia – industry network [14/11/2019].
- 6.6 Hosting and maintenance of e-Learning system and SMSE platform beyond the project [14/10/2022].
- 6.7 Strengthening cooperation beyond the project to sustain the outcomes [14/11/2022].



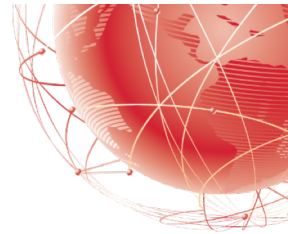
WP 7 Management

- 7.1 Project Schedule [14/02/2019].
- 7.2 MC meetings arrangement [14/11/2022].
- 7.3 Partnership Agreement signing [14/03/2020].
- 7.4 -7.5 Administrative and financial management, coordination and communication reporting [14/11/2022].
- 7.6 Purchased equipment, hardware/ software [14/09/2020].
- 7.7 Project financial audit [14/11/2022].



Important EACEA Suggestions

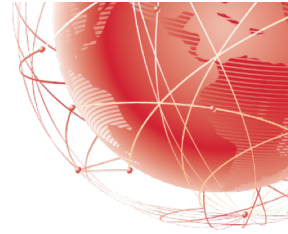
- Based on the EACEA “Project Implementation Report: Comments and Recommendations,” the following areas need to be addressed in the future:
 - **General Comments**
 - Please ensure that the information is reported in the indicated sections;
 - EACEA suggestion: “In the final report, we recommend that the partners re-read the e-Reports Explanatory...to make sure the information is displayed in the right places.”



Important EACEA Suggestions

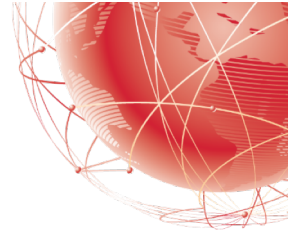
- **Quality of the project design and implementation**
 - The impact on the project from Belarusian authorities refusal to register the project needs to be highlighted further in the final report;
 - The equipment needs to be
 - “Registered in the inventory of the corresponding university... & the PC should keep proof of this in his file”;
 - Exempted from VAT or claim the VAT through the project budget;
 - The impact of COVID-19 to the project should be monitored very closely and reported
 - We encourage the consortium to follow up very closely in order to ensure the implementation of the project activities as foreseen in the respects of the limitations created by COVID

- **Quality of the project tam and the cooperation arrangements**



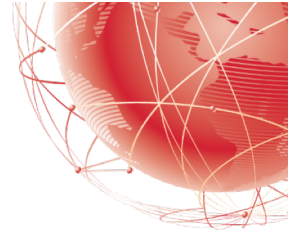
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 - **The impact of COVID-19 to the project should be monitored very closely and reported**
 - **“We encourage the consortium to follow up very closely in order to ensure the implementation of the project activities as foreseen in the respects of the limitations created by COVID.”**



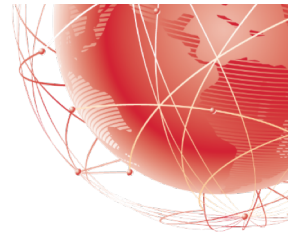
Important EACEA Suggestions

- **Quality of the project team and the cooperation arrangements**
 - **More explicit descriptions on the project tasks in relation to staff costs should be provided –**
 - **Can we please have an example?**
 - **Can we receive feedback from a project officer?**



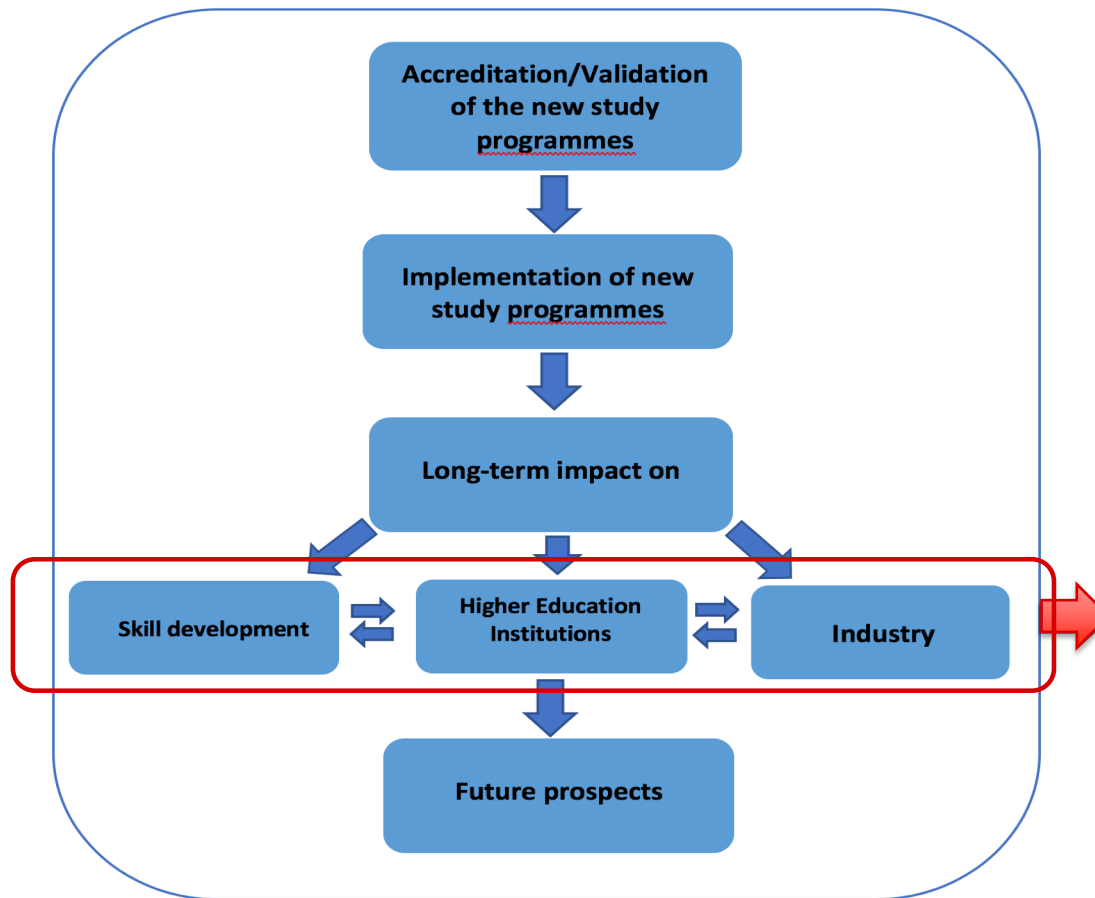
Important EACEA Suggestions

- **Dissemination and Sustainability**
 - It is imperative to devise matrix “for each activity, the partner responsible, the target group, the deadline, the expected result, target numbers etc.”;
 - The project website needs to be updated regularly and be visible, i.e., through RTU’s website;
 - We could also use google analytics and other ways of monitoring the impact of the project;
 - We could use practices from the dissemination plan developed in the Physics project.



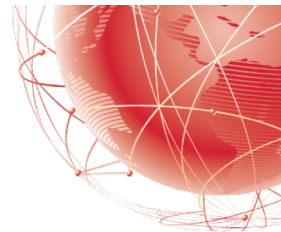
Important EACEA Suggestions

■ Dissemination and Sustainability



Measurable Indicators:

- (i) Increase the interest of students for the newly developed courses, for example,
 - no. of students enrolled in the programmes
 - No. of students completing the programmes
 - No. of bilateral agreements signed
- (ii) identify and secure funding sources to ensure the sustainability of these courses in the future, for example,
 - Institutional funding
 - National funding
 - Other types of funding



Questions & Discussion

THANKS FOR YOUR ATTENTION