

CybPhys Meeting

WP5: Updated Quality Assurance

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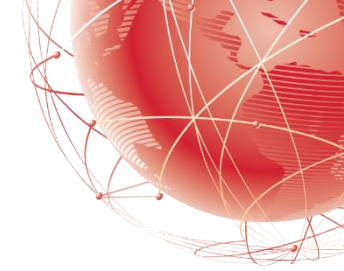


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Thursday, Jan. 27, 2022

Presentation Outline

- Introduction
- Tasks
- Deliverables
- Discussion and suggestions



Introduction

- **Runs from Month 1 to Month 36**
- **Quality Assurance**
 - **This QAP plan was updated and the QAMT met to determine the multiple actions that need to be undertaken to deliver the project outcomes and to ensure the realization of the project activities**



Introduction

- **Objectives:**
 - **To go over WP 5 actions and initiatives undertaken;**
 - **To update consortium partners about the QAP and actions that need to be undertaken;**
 - **To continue to implement rigid measures to follow the project's progress and propose corrective action until its completion.**





WP5 Tasks

- 5.1 Updating the QAP with milestones**
- 5.2 Completion of Project Manual (Completed)**
- 5.3 Updated QAMT**
- 5.4 Follow-up the project progress, take corrective actions**
- 5.5 QA 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** [Belarusian HEIs left the consortium/ the COVID-19 global pandemic]
 - **Third Updated Version: 23/12/2021** (<https://eduphys.bsu.by/mod/folder/view.php?id=2302&forceview=1>)
- **The Quality Assurance Plan (QAP)**
 - **Was discussed with the QAMT**
 - **The QAMT members consented to a set of actions**
 - **Consortium members were informed via email about those actions**



Task 5.1: Updated QAP with milestones

- **The QAP will continue to ensure**
 - Adherence to key provisions in the Consortium Agreement(s) and the Grant Agreement to realize the project tasks and deliverables;
 - The active involvement of QAMT in the decision making process of quality assurance measures and tools, which is contingent upon the QAMT's role in the organization of the consortium bodies;
 - The implementation of quality assurance tools to realize the project objectives, including the use of common templates for soliciting feedback from stakeholders and the preparation and reporting of documents;
 - The deployment of processes and tools for the periodic monitoring of the project's progress, such as the provision of guidelines and support for the preparation and provision of all required documentation to the PC and delivery of management and financial reports;
 - **The implementation of reviewing procedures prior to the formal approval of project deliverables;**

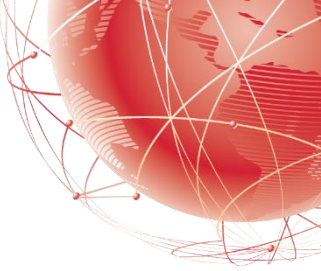
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Task 5.1: Updated QAP with milestones

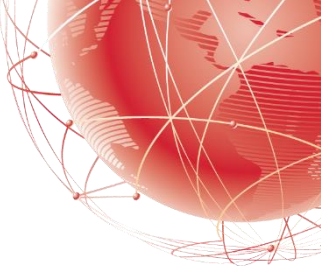


- The use of risk assessment procedures for risk evaluation, monitoring and implementation of mitigation actions to realize the project objectives and deliverables in a timely manner;
- The identification of any emerging challenges and introduction of corrective measures;
- The aim is to undertake all required actions to ensure the involvement and contribution of all consortium partners and delivery of activities within the indicated time frame.

Task 5.2: Development of a Project Manual



- **First version: 30/02/2020** (<https://eduphys.bsu.by/mod/folder/view.php?id=2302&forceview=1>)
- **To continue the clear flow of communication with internal and external stakeholders;**
- **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;**
- **The PC, with the assistance of the Project Manager, will continue to ensure the responsibility of offering technical management and administrative support.**



Task 5.3: Establishment of QA and Monitoring Team

- QA and Monitoring Team
 - Was establishment on **30/12/2019**
 - Was updated on **10/11/2021** [excludes Belarusian HEIs]
- The partners nominated the Project Quality Assurance and Monitoring Team (QAMT);

Table 1: Quality Assurance and Monitoring Team

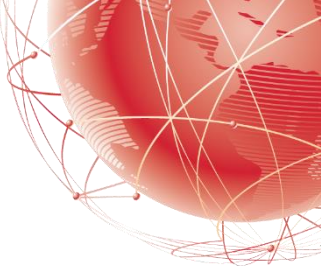
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Task 5.3: Establishment of QAMT

- The QAMT met **on Dec. 8, 2022** to discuss in more details the QA measures for CybPhys;
- A working group for internal quality control activities was created at each HEI;
- QAP established the quality measures, which are currently used for outcomes evaluation against benchmarks and indicators.

Task 5.4: Progress, corrective actions procedures



- **Deliverable due date: 14/11/2021**
- **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 problems 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/methodology for QA;**
 - Methodology for obtaining a feedback from the employers (research institutions, high-tech companies, professional associations) on newly developed curricular though 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.



Monitoring, Reviewing and Reporting Method

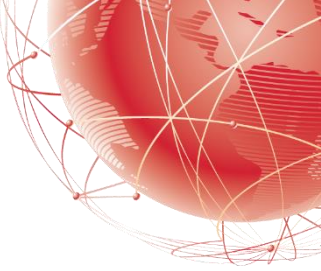
- To ensure effective management procedures are in place, monitoring of the project will be performed on a **quarterly basis**.
- WP leaders will complete the required reporting template, as indicated in Table 2, and report the progress of the tasks within their WP on a quarterly basis.
- **Each WP leader will be responsible** for reporting the progress of their WP, relevant tasks and activities and provide them to the PC within the indicated time frame. To identify any deviation from the planned objectives and timelines, the status and progress of each task and deliverable is also indicated as follows:
 - **Alert:** Critical challenges in task realization that may inhibit the project's progress and can potentially lead to major deviations from the planned activities and/or have an impact on the entire project. It is imperative to raise these challenges to the PC and QAMT to make a decision on a possible solution or propose an alternative course of action.
 - **Warning:** Some challenges may cause a delay in the realization of a particular task; however, there is no need to raise this challenge to the PC and QAMT.
 - **In-progress:** The task is in progress and on schedule.
 - **Not started/task completed:** The task has not started yet.
 - **Task completed:** The task has been completed and all relevant official deliverables and documentation have been uploaded in the EACEA system.
 - **Task re-opened:** In case an official review from the EANCEA calls for additional information or actions, a task maybe reopened.

Internal Review Process for Tasks



Task No.	Title	Lead	Planned Start Date	Actual Start Date	Planned End Date	Expected/ Actual End Date	Delay (M)	Progress to Date	Action for next RP	Risks(*)	Criticalities/ Key Notes	Link
WP5	Quality Assurance	UCY	15.11.2019	15.11.2019	14.11.2022							
T5.1	Quality Assurance plan with milestones	UCY	15.11.2019	15.11.2019	30.12.2020	30.04.2020 Updated 01.11.2021	4	Completed Revision in-progress	Continue to monitor the project's progress	low	Based on the new challenges, it is imperative to continue to monitor the project	https://eduphys.bsu.by/mod/view.php?id=2256
T5.2	Development of Project Manual	UCY	15.11.2019	15.11.2019	30.02.2020	02.05.2020	3	Completed	Continue to implement the rules and guidelines described in the Project Manual	Low to medium	Consortium members not adhering to the guidelines and rules provided in the Project Manual. Updated version needed	https://eduphys.bsu.by/mod/view.php?id=2256
T5.3	Establish Quality Assurance and Monitoring Team	UCY	15.11.2019	15.11.2019	30.12.2019	30.04.2020 15.07.2021	4	Completed Updated	Continue to monitor the project's progress	Low medium	QAMT members' limited contribution to this process Regular meetings and progress overview	https://eduphys.bsu.by/mod/view.php?id=2256
T5.4	Following up the project progress, corrective action procedures	UCY	15.11.2019	15.11.2019	14.11.2021	14.09.2022	10	In-progress	Collect and analyze tasks and deliverables from WPs to monitor the project's progress	Tasks and/or deliverables not realized within the indicated time frame	Based on the new challenges, it is imperative to continue to monitor the project	https://eduphys.bsu.by/mod/view.php?id=2256
T5.5	QA setup, assessment & monitoring	UCY	15.11.2019	15.11.2019	14.11.2021	14.09.2022	10	In-progress	Use of quality assurance measures for both internal and external quality control	Medium to high	Limited use of quality assurance measures for both internal and external quality control	

Table 2: Updated task progress

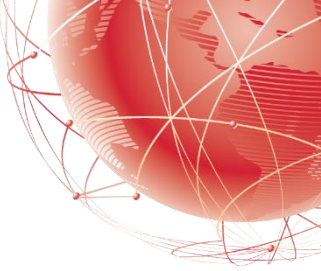


Internal Review Process for Deliverables

- WP Leaders will invite two consortium partners to evaluate and review each deliverable within their WP. The PC and the QAMT will also be informed about partner selection. Reviewers selection will be contingent upon a set of criteria and conditions:
 - *Reviewers' review activity should be balanced with the partners' involvement in that particular WP.* WP Leaders and task leaders cannot serve as reviewers of that particular task or WP.
 - *Reviewers' relevance to the specific deliverable.* Reviewers should have some previous experience and/or expertise in the deliverables within a particular WP.
 - *Reviewers' involvement in and contribution to the overall project.* The allocated effort of reviewers and their contribution should be carefully balanced and reasonable.

WP Leaders need to appoint the reviewers for deliverables from now

Internal Review Process for Deliverables



- Before instigating the review process, **a draft version** of the deliverable is prepared and is accessible to consortium partners for review.
- **Three weeks** before its submission date, the WP Leader provides the reviewer with the indicated prepared documents on the deliverable for review. The QAMT and PC are also informed.
- **Ten days** before its submission deadline, the reviewers must complete the review and offer feedback and suggestions to the WP Leader.
- **Within five days**, the WP Leader must undertake all necessary changes, inform the review and the PC and QAMT of these changes.
- Upon accepting the changes and approving the revised version of the deliverable, the indicated document **will be submitted to the WP**. In case further changes are required, all involved parties should reach a consensus before the draft version is updated.
- Once the document has been updated and approved, then it will be ready **to be submitted to the PC**. All indicated deliverable dates are included in Table 3.

Internal Review Process for Deliverables



Table 3: Updated schedule of deliverables for the Quality Assurance Plan

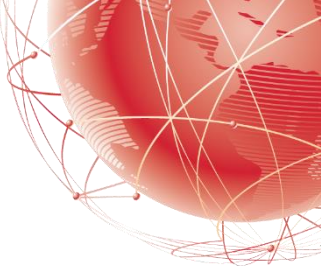
WP No.	Title	Lead	Planned Start Date	Actual Start Date	Planned End Date	Expected/Actual End Date	Delay (M)	Progress to date	Action for next RP	Risks(*)	Criticalities/Key Notes	Link
WP7 (D7.3-D7.5)	Financial reports (According to the PA between RTU and consortium partners)	RTU	15.09.20	15.09.20	15.09.20 30.06.21 30.10.21 30.11.22	15.09.20 30.06.21 30.10.21 30.11.22		In-progress				
WP7 (D7.5)	Activity reports such as integrated report on project progress, development of curricula, and QA areas (According to the PA between RTU and consortium partners)	RTU	15.11.19	15.11.19	14.11.2022	15.09.20 30.06.21 15.03.22 30.11.22		In-progress				
WP1 (D1.2)	Ex-Ante Reports elaboration report on the compatibilities of educational regulations	RTU	15.11.19	15.11.19	31.03.20							
(D1.3)	A survey of industry, research institutions, HEIs and professional association representatives	RTU	15.11.19	15.11.19	14.03.20			Completed				

Internal Review Process for Deliverables

Table 5: Internal Peer Reviews for Deliverables

WP No.	Title	Lead	Planned Start Date	Planned End Date	Internal Reviewers	
					1 st	2 nd
WP7 (D7.3- D7.5)	Financial reports (According to the PA between RTU and consortium partners)	RTU	15.09.20	15.09.20 30.06.21 30.10.21 30.11.22	No assigned reviewers due to confidentiality issues related to financial and other-related management issues	No assigned reviewers due to confidentiality issues related to financial and other-related management issues
WP7 (D7.5)	Activity reports such as integrated report on project progress, development of curricula, and QA areas (According to the PA between RTU and consortium partners)	RTU	15.11.19	14.11.2022		
WP1 (D1.2)	Ex-Ante Reports elaboration report on the compatibilities of educational regulations	RTU	15.11.19	31.03.20		
(D1.3)	A survey of industry, research institutions, HEIs and professional association representatives	RTU	15.11.19	14.03.20		
(D1.3)	Study Report on survey results on the specific needs of the labor market	RTU	15.11.19	14.03.20		

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.

Required Actions



- WP Leaders need to report the progress of their tasks by **Jan. 31, 2022**
- WP Leaders need to use the indicated table and format for reporting
(<https://eduphys.bsu.by/mod/folder/view.php?id=2302&forceview=1>)
- In the case of deliverables, WP Leaders need to **appoint two reviewers** for deliverables from now
- WP Leaders need to offer reviewers at least three weeks for reviewing these deliverables
- QAMT will meet on a quarterly basis to review the activities
- Any emerging challenges need to be raised during Project Management meetings
- The project's progress need to be monitored more closely
- Both internal and external quality control mechanisms need to be set in place

Required Actions



- **We need to have an update on the external evaluators**
- **We need to adhere to all guidelines and feedback provided by the EACEA**



Questions & Discussion

THANKS FOR YOUR ATTENTION