CybPhys Meeting
WP5: Updated Quality Assurance

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Presentation Outline

- **Introduction**

- **Tasks**

- **Deliverables [Updated Progress]**

- **Discussion and suggestions**

Introduction

- **Runs from Month 1 to Month 36**

- **Quality Assurance**

  - **This QAP plan was updated after the Belarussian partners could no longer participate in the project;**

  - **the QAMT met to determine the multiple actions that needed to be undertaken to deliver the project outcomes and to ensure the realization of the project activities.**

Introduction

- **Objectives:**

  - **To update consortium partners on WP 5 actions and initiatives undertaken so far;**

  - **To follow-up on the QAP and actions that need to be undertaken;**

  - **Following the new challenges emerging from the war, to continue to implement rigid measures to follow the project's progress and propose corrective action that will guide in the realization of the project's activities.**

WP5 Tasks

Leader: UCY

Participants: all partners

Task #	Title	Task leader	Status	Deliverable type
5.1	Quality Assurance plan with milestones milestones	UCY	Completed	Service/ product
5.2	Development of a Project Manual	RTU	Completed	Report & Service/product
5.3	Establish Quality Assurance and Monitoring team (QAMT)	UCY	Completed	Event
5.4	Following up the project progress, corrective actions, procedures	RTU +QAMT	On-going	Event & Report
5.5	QA setup, assessment and monitoring	UCY+QAMT	On-going	Event & Report

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)**

  - **Implementation of QA measures including**

    - **Task progress Reporting**

      - De6._D5.4_Template for WP_Tasks Progress reporting for QAMT and PC_WP5_UCY.xlsx

    - **Deliverable progress Reporting**

      - D5.4_Template for Deliverables Scheduling and Progress reporting for QAMT and PC

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 remaining project tasks and deliverables;

- The active involvement of QAMT in the decision making process of QA measures and tools, which is crucial considering the current situation in Ukraine;

- The implementation of QA tools and procedures to realize the project objectives;

- 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;

(https://eduphys.bsu.by/mod/folder/view.php?id=2302&forceview=1)

Task 5.1: Updated QAP with milestones

- The implementation of risk assessment procedures for risk evaluation, monitoring and deployment of mitigation actions to realize the project objectives and deliverables in a timely manner;

- The identification of any further critical challenges and identification of corrective actions;

- **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 and under the challenges emerging from the war in Ukraine.**

Task 5.2: Development of a Project Manual

- **First version: 30/02/2020** (https://eln.stu.cn.ua/mod/folder/view.php?id=198164)

- **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 consortium members who are part the QAMT;**

Table 1: Quality Assurance and Monitoring Team

Name of Consortium Member	Academic Institution	Email Address:
Anastasija Žiravecka	Riga Technical University	Anastasija.Ziravecka@rtu.lv
Joan Peuteman	Katholieke Universiteit Leuven (KU Leuven)	joan.peuteman@kuleuven.be
Stella K. Hadjistassou	University of Cyprus (UCY)	stella1@asu.edu
Iryna Yakymenko,	Chernihiv National Technological University (CNTU)	irynayakymenko93@gmail.com
Andrii Hnatov	Kharkiv National Automobile and Highway University (KhNAHU)	kalifus76@gmail.com
Volodymyr Sistuk	Kryvyi Rih National University (KNU)	sistuk07@gmail.com.

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 in 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 QA (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, which aligns with Ukrainian HEIs, will be applied for achieving and ensuring 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; however, some flexibility was demonstrated due to the current war situation in Ukraine.**

- **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:** 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(s) for next RP	Risks(*)	Criticalities/Key notes	link
WP1	Project Management	RTU	15.11.2019		14.03.2020			In-progress				
T1.1	Kick-off meeting	RTU	14.02.2020	05.12.2019	14.02.2020	06.12.2019		Completed				
T1.2	Review and analysis of existing curricula & study programs	RTU	14.02.2020	19.04.2020	14.02.2020			Completed				
T1.3	Studies & Report on curricula needed for the labor market	RTU	15.11.2019	19.04.2020	14.03.2019	19.04.2020		Completed				
WP2	Development & Modernization of Curricula	KhNAHU	01.03.2020	01.03.2020	14.11.2022	14/11/2022		In-progress	Constant modernization and strengthening of educational material.	low	This applies only to Ukrainian partners.	
		(HSU)*										
T2.1	Development of curricula & study programs for education. Teaching materials for bachelor & master student courses & programs*	HSU KhNAHU	01.03.2020	01.03.2020	14.08.2021	14.08.2021		Completed	Constant modernization and strengthening of educational material.	low	This applies only to Ukrainian partners.	https://eln.stu.ua/mod/folder/view.php?id=187697
T2.2	Teaching staff training on curricula & study program topics. Student training on study program topics	KhNAHU	01.03.2020	01.03.2020	14.11.2021	15/03/2022		In-progress	Organization of student training at UCY	medium	Restrictions related to the Covid 19 pandemic in the Cyprus Republic. War in Ukraine.	https://tripadvisor.mfa.gov.ua/?location=cy
T2.3	Teacher training on professional English language skills	KU Leuven	01.03.2020		14.11.2020	13.08.2021		Completed		medium	Restrictions related to the Covid 19 pandemic in the Cyprus Republic.	https://cybphys.rtu.lv/reports/
T2.4	Workshops for curricula & study program development	KhNAHU	01.03.2020		14.11.2022			In-progress	Organization of an information session for stakeholders, Kharkiv, autumn-winter 2022	medium	Restrictions related to the Covid 19 pandemic in the Cyprus Republic. War in Ukraine.	https://eln.stu.cn.ua/mod/folder/view.php?id=187685
T2.5	Curricula accreditation in the universities and Accreditation offices of PCs	HSU KhNAHU	01.03.2020	01.03.2020	30.06.2021	15.11.2022 - 15.12.2022		In-progress	Preparation for the accreditation procedure at the Ministry of Education, autumn-winter 2022.	low	Collection and preparation of all necessary documents. War in Ukraine. Postponed to 2023 by the decision of the Ministry of Education of Ukraine.	https://www.khadi.kharkov.ua/education/viddil-akreditacii-standartizacii-ta-jakosti-navchannja/akreditacija/
		KhNAHU										
		CPNU										
		KNU										
T2.6	Testing & validation of the developed study programs & courses	KhNAHU	01.03.2020	01.03.2020	14.06.2022			In-progress	Organization and preparation for testing students after the spring semester.	low	This applies only to Ukrainian partners. After the autumn semester, testing will carried out.	
		CPNU						In-progress				
		KNU						In-progress				
T2.7	Tuning of curricula and study programs of PC universities	KhNAHU	01.03.2020	01.03.2020	14.11.2022			In-progress	Permanently tuning of curricula and study programs of PCs universities	Low	Tuning of curricula and study programs of PCs universities in accordance with the demands of the labor market and the requirements for ensuring the quality of the educational process.	https://eln.stu.cn.ua/mod/folder/view.php?id=187697
		CPNU										
		KNU										
T2.8	Measuring of feedback of stakeholders	KhNAHU	01.03.2020		14.08.2022			In-progress	Organization and preparation for testing after the spring semester.	low	War in Ukraine.	

Internal Review Process for Tasks

Task No	Title	Lead	Planned Start da	Actual Start da	Planned End da	Expected/Actual End da	Delay (M	Progress to da	Action(s) for next RP	Risks(*	Criticalities/Key notes	link
T2.9	Double Master Degree program development and accreditation	RTU	01.03.2020		14.08.2022			In-progress	KhNAHU will accredit Double Degree master program at The Ministry of Science and Education of Ukraine in autumn 2022.	low	The training of students based on The Bilateral Agreements between RTU-KhNAHU. The Agreement was signed between The partners. Postponed to 2023 by the decision of the Ministry of Education of Ukraine - RTU and KhNAHU start preparation for The student admission.	https://af.khadi.kharkov.ua/chairs/avtomobilnoji-elektroniki/news/details/article/pidpisano-ugodu-shchodo-vprovadzhennja-u-navchalnii-proces-magisterskoji-programi-podviinikh-diplomiv-efa/
		KhNAHU						In-progress				
		CPNU										
		KNU										
WP3	Development of innovative ICT-based teaching & learning environment	KU Leuven	15.12.2019	15.12.2019	14.10.2022			In-progress				
T3.1	Development of virtual environments for distance learning & virtual mobility	BSU	15.12.2019	15.12.2019	14.03.2020							
T3.2	Elaborating e-books, document sharing facilities, digital writing & publishing facilities	KU Leuven	15.12.2019	15.12.2019	14.10.2021							
T3.3	Development of learning & teaching methodologies & pedagogical approaches for use of ICT	KU Leuven	15.12.2019	15.12.2019	14.10.2022			In-progress				
T3.4	Workshops on ICT tools	KU Leuven	15.12.2019		14.10.2022			In-progress				
WP4	Developing the sharing modelling & simulation environment platform (SMSE)	CPNU	15.12.2019	01/09/2022	14.10.2022	14/10/2022		In-progress	SMSE web-interface testing	medium		https://eln.stu.cn.ua/course/index.php?categoryid=478
		(& KU Leuven)										
T4.1	Analysis of experience of the contemporary technical solutions & development of a concept of the SMSE	BSU	15.12.2019		14.04.2020							
	Development of the technical platform of											

Internal Review Process for Tasks

Internal Review Process for Deliverables

▪ **WP Leaders will to ensure that two consortium partners will evaluate and review each deliverable within their WP.** *Some actions were undertaken prior to the war;* **however, we need to follow-up on this.**

▪ **Reminder: Reviewers selection needs to be contingent upon a set of criteria and conditions, which were already discussed:**

  ▪ *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 follow-up on this

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.
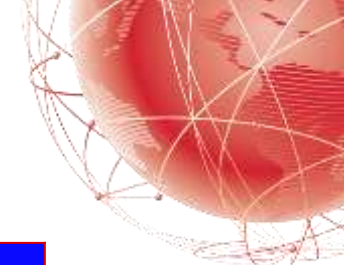
Internal Review Process for Deliverables

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	
					1st	**2nd**
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

- **Delivered on 11/05/2022**

- **External QA expert: Mrs. Irīna Kulitāne**
    - For the external quality control and monitoring, a virtual presentation was offered on May 11, 2022

    - **Criteria for evaluation:**
        - Existing Quality Assurance System (QAS)
        - Deliverables (availability, their quality and relevance to the target groups needs
        - and expectations)
        - Academia-industry network activities, cooperation results and potential impact
        - Quality and impact of dissemination measures
        - Sustainability potential

Required Actions

- **WP Leaders need to report the progress of their tasks**
  - [the deadline was on Jan. 31, 2022]

- **WP Leaders need to use the indicated table and format for reporting**
  - 6._D5.4_Template for WP_Tasks Progress reporting for QAMT and PC_WP5_UCY.xlsx

- **In the case of deliverables, WP Leaders need to ensure that they have appointed two reviewers for deliverables**

- **WP Leaders need to follow all procedures for the review of deliverables**

- **QAMT will need to meet to review the activities**

- **Any emerging challenges need to be raised during PM meetings**

- **The project's progress needs to continue to be monitored**

- **Internal control mechanisms need to continue to be implemented**

Required Actions

- **We need to follow up on Task & Deliverable reporting**

- **We need to report the progress on course accreditation processes**

- **We need to determine what is/what is not feasible due to the current situation and identify the best course of action**

- **We need to determine if the project extension will be granted to adjust activities accordingly**

Questions & Discussion

THANKS FOR YOUR ATTENTION