

CybPhys Meeting

WP5: Updated Quality Assurance

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Presentation Outline

- Introduction
- Tasks
- Deliverables [Updated Progress]
- Discussion and suggestions

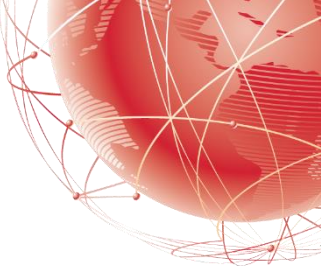


Introduction

- **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

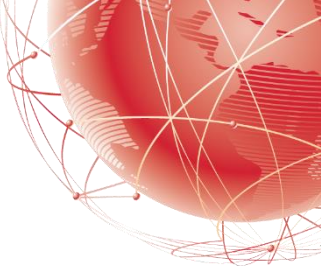
- 5.1 Completion of the QAP with milestones
- 5.2 Completion of Project Manual
- 5.3 Updated QAMT
- 5.4 Follow-up the project progress, take corrective actions
- 5.5 QA updating, assessment and monitoring

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)**
 - **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;

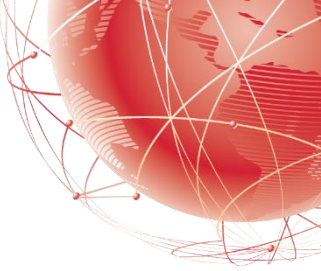
(<https://eduphys.bsu.by/mod/folder/view.php?id=2302&forceview=1>)

Task 5.1: Updated QAP with milestones

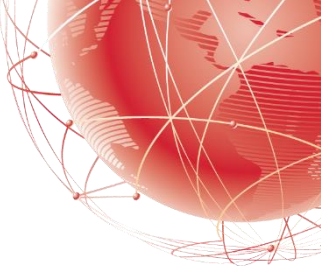


- The implementation of risk assessment procedures for risk evaluation, monitoring and deployment of mitigation actions to realize the project objectives and deliverables in a timely manner;
- The identification of any further critical challenges and identification of corrective actions;
- The aim is 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

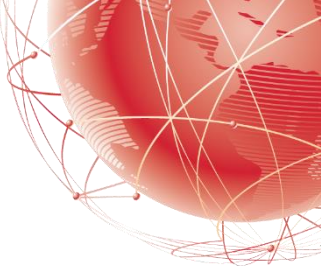
Name of Consortium Member	Academic Institution	Email Address:
Anastasija Žiravecka	Riga Technical University	Anastasija.Ziravecka@rtu.lv
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Stella K. Hadjistassou	University of Cyprus (UCY)	stella1@asu.edu
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Task 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 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/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.

Updated 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
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 (BSU)*	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.	
T2.1	Development of curricula & study programs for education. Teaching materials for bachelor & master student courses & programs*	BSU 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.cn.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	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	BSU 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/
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 be carried out.	
T2.7	Tuning of curricula and study programs of PC universities	KhNAHU	01.03.2020	01.03.2020	14.11.2022	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
T2.8	Measuring of feedback of stakeholders	KhNAHU	01.03.2020	01.03.2020	14.08.2022	???		In-progress	Development of questionnaires (methods for obtaining feedback from stakeholders/obtaining feedback from stakeholders (consolidated report further actions on soliciting participation,		War in Ukraine.	

Table 2: Updated task progress

Updated Internal Review Process for Tasks

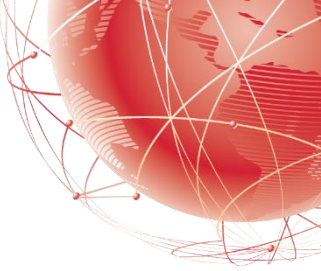


J47 Use of quality assurance measures for both internal and external quality control (Methodology for obtaining feedback)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	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
40	WP5	Quality Assurance	UCY	15.11.2019	15.11.2019	14.11.2022							
41	T5.1	Quality Assurance plan with milestones	UCY	15.11.2019	15.11.2019	30.12.2020	30.04.2020	4	Completed	Continue to monitor the project's progress	low	QAP v1.0 was delivered on time, no risks for this task were foreseen	https://eduphys.bsu.by/mod/folder/view.php?id=2256
42							Updated 01.11.2021		Revision in-progress	Continue to monitor the project's progress	medium	Based on the new challenges of the project it was imperative to continue to update the previous version of the QAP and to continue to monitor the project	https://eduphys.bsu.by/mod/folder/view.php?id=2256
43	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	medium	Consortium members not adhering to the guidelines and rules provided in the Project Manual. This is an active project, so all consortium members need to adhere to the project guidelines and rules	https://eduphys.bsu.by/mod/folder/view.php?id=2257
44	T5.3	Establish Quality Assurance and Monitoring Team	UCY	15.11.2019	15.11.2019	30.12.2019	30.04.2020	4	Completed	Continue to monitor the project's progress	medium	QAMT members' limited contribution to this process.	https://eduphys.bsu.by/mod/folder/view.php?id=2258
45							15.07.2021		Updated/Completed	Continue to monitor the project's progress	medium	More active involvement and regular reportings and meetings (every 3 monts) are required to keep close track-record of the tasks-and sub-tasks implementation.	https://eduphys.bsu.by/mod/folder/view.php?id=2259
46	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	medium	Based on the new challenges, it is imperative to continue to monitor the project	https://eduphys.bsu.by/mod/folder/view.php?id=2260
47	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 (Methodology for obtaining feedback)	high	Limited use of quality assurance measures for both internal and external quality control. Based on the new challenges, it is imperative to continue to monitor the project using both internal and external quality control measures	consolidated Report
48	WP6	Dissemination & Exploitation	KNU	15.11.2019	15.11.2019	14.11.2022			In-progress				consolidated Report
49	T6.1	Development of information & promotional materials	KNU	15.11.2019	15.11.2019	14.11.2022	14.11.2022		In-progress				
50	T6.2	Information sessions for target groups	KNU	15.11.2019	15.11.2019	14.11.2022	14.11.2022		In-progress				
51	T6.3	Project web portal and social media	KNU	15.11.2019	15.11.2019	14.11.2022	14.11.2022		In-progress				
52	T6.4	Recommendations for new master-level program introduction in PCs universities beyond the project	KNU	15.11.2019		14.11.2022	14.11.2022		In-progress	(A report with recommendations for new Master-level programs introduced by Ukrainian universities beyond the project) - Solicit feedback and prepare report		A report with recommendations for new	
53	T6.5	Strengthening the academia -industry network		15.11.2019		14.11.2019							
54	T6.6	Hosting & maintenance of e-learning system and SMSE platform beyond the project	KNU	15.11.2019		14.10.2022	14.10.2022		In-progress				

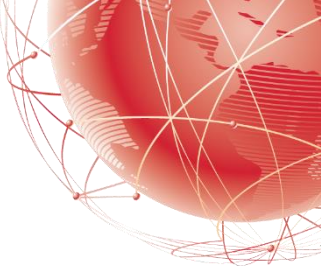
Table 2: Updated task progress

Updates on Internal Review for Tasks



- **Reallocation of the budget on June, 2022 due to departure of Belarusian partners;**
- **A report with recommendations for new master-level programs introduced in Ukrainian universities beyond the project D 6.4 (T2.8, T5.5, T6.4) has been prepared, including**
 - Methodology used to collect feedback from stakeholders
 - Instruments used for soliciting feedback (questionnaires)
- **However, the responses would need to be analyzed draw conclusive remarks;**
- **A report would need to be developed based on the results of the questionnaires.**

Updates on Internal Review for Tasks



- **All new BSc and MSc programs launched including**
 - Courses
 - Beneficiaries (students)
- **The accreditation process of these BSc and MSc programs**
 - Course accreditation
 - Program accreditation
 - Any delays?

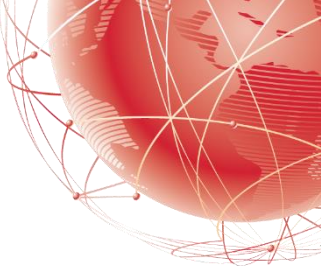


Internal Review Process for Deliverables

- WP Leaders will 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

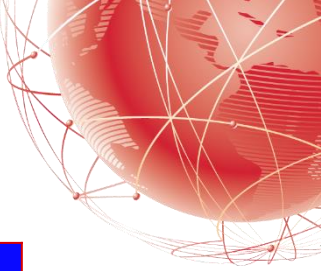


Table 3: Updated schedule of deliverables for the Quality Assurance Plan

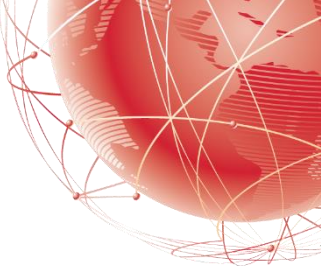
WP No.	Title	Lead	Planned Start Date	Actual Start Date	Planned End Date	Expected/Actual End Date	Delay (M)	Progress to date	Action for next RP	Risks(*)	Criticalities/Key Notes	Link
WP7 (D7.3-D7.5)	Financial reports (According to the PA between RTU and consortium partners)	RTU	15.09.20	15.09.20	15.09.20 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	
					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		

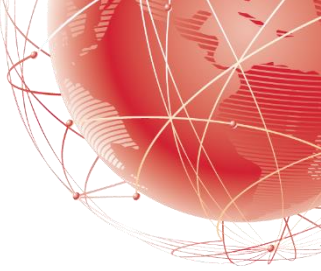
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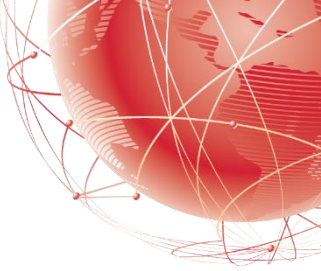
- **Delivered on 11/05/2022**
- **External QA expert: Mrs. Irīna Kulitāne**
 - For the external quality control and monitoring, a virtual presentation was offered on May 11, 2022
- **Criteria for evaluation:**
 - Existing Quality Assurance System (QAS)
 - Deliverables (availability, their quality and 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 continue reporting the progress of their tasks;
- WP Leaders need to use the indicated table and format for reporting;
- 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 reviewing 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**
 - Some programs and courses are in the process of being accredited
 - Some programs will be delayed due to the current situation in Ukraine
- We need to determine **can/cannot be achieved 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