

WP 3. QUALITY ASSURANCE AND EVALUATION PLAN (QA&EP)

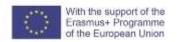
WP Leader:

- Brusov State University

Co-leaders:

- Roshydromet Advanced Training Institute
- (ATI)
- Perm State University (PSU)

V: final





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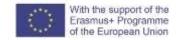


Abbreviations of the Project Partners in QA&EP

P1	Liepaja University (LIEPU)
P2	Klaipeda University (KU)
P3	Private University of Education of the Diocese of Linz (PHDL)
P4	Tver State University (TvSU)
P5	Don State Technical University (DSTU)
P6	Perm State University (PSU)
P7	Roshydromet Advanced Training Institute
Ρ/	(ATI)
P8	Brusov State University (BSU)
P9	Gavar State University (GSU)
P10	National University of Architecture and Construction of Armenia (NUACA)

Abbreviations

СВНЕ	Capacity Building in Higher Education
HE	Higher Education
LO	Learning Outcomes
PMS	Project Management System
SC	Steering Committee
TG	Target Group
QA&EP	Quality Assurance and Evaluation Plan
WBL	Work-based Learning
WP	Work Package
TOR	Terms of Reference





1. INTRODUCTION

In the frame of the Erasmus+ CBHE Project "Development of a flexible, innovative and practical framework for WBL in HE of Armenia and Russia" it is planned to develop a Quality Assurance and Evaluation Plan (QA&EP). The leader of the WP 3 is the Brusov State University in co-leadership with Roshydromet Advanced Training Institute and Perm State University. The aim of the QA&EP is to ensure that the project processes and outcomes will match the expected quality standards and indicators.

The (QA&EP) will provide a framework for evaluation and feedback collection from beneficiaries on project's (a) events, (b) services/products, (c) teaching/learning/training materials, (d) reports, (e) management.

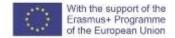
The Evaluation would aim at:

- Improving the quality of the activities to meet the Project objectives and pre-set deadlines
- Commitment and participation from all the Partners
- Consistency
- Openness and transparency
- Participative decision-making

2. QUALITY ASSURANCE APPROACH

The Quality Assurance approach ensures that quality is planned for both the processes and outcomes. For that purpose, the Project adopts a strategy to meet its quality objectives by introducing an integrated quality approach to define quality standards, evaluate quality and continuously improve it. However, the focus is on the Project outcomes and the criteria set forth will ensure that the deliverables meet present quality standards and aspirations of the Partner University leadership.

A continuous Project evaluation strategy is adopted to evaluate, process and analyse data, and continuously improve the processes to meet the Project objectives.





Metrics are developed to evaluate quality throughout the project lifetime. The WP3 Leader and Co-Leaders are responsible for the development of the QA&EP, evaluation and analysis of the results. The evaluation outcomes serve to determine the success of the Project and whether the preliminary set objectives have been met.

The evaluation results are shared among Project Partners with the call to mitigate the drawback and make improvement plans if there are any issues revealed. The results are presented to the Project SC for their further consideration and decision-making.

3. QUALITY ASSURANCE TOOLS

The original quality evaluation tools used in the context of the FLEXWBL project are listed below:

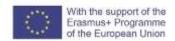
WPs' quality standards and tools: For each WP and each of the WP's deliverables a verification table will be produced where the quality standards for each deliverable will be checked in terms if they have been met or not. Its completion will take place once in a six-month period by WP Leader and will be checked by the QA&EP Leader and Co-leaders.

WPs' Success Survey: a peer review questionnaire will be sent to each partner every 6 months, and in any case before any official reporting.

Questionnaire: Questionnaires will follow events, seminars, conferences to provide short overview and evaluation for further consideration in the organization of similar events. Additionally, whereas it is required, questionnaires will be developed to evaluate the progress and success of each WP deliverables as per standards specified in the table below.

4. QUALITY MANAGEMENT STRUCTURE

The QA team is formed with participation of representatives of partner institutions responsible for quality (BSU - lead partner; ATI & PSU - co-leaders), up to 13 people, led by the BSU representative with co-leadership of ATI and PSU. This team develops and operates QA tools, procedures and timescale for all project deliverables, such as training materials, events, reports, services/products, each having a set of identified quality indicators developed in cooperation with the WP leaders. It also undertakes continuous quality assurance of project processes based on quality standards developed in cooperation with the project coordinator. Every consortium





institution appoints the QA point of contact responsible for timely collecting necessary project quality information, as stipulated by the QA team. The schedule of QA activities is developed and followed by the QA team, which reports its findings to the SC one week before SCMs or to project coordinator directly if urgent corrective actions are needed.

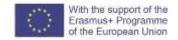
5. QUALITY ASSURANCE TIMESCALE

The Quality Assurance should be conducted during the Project lifetime as per initially defined deadlines. For major deliverables the QA processes should be repeated every 6 months, while for the events they should take place within 1 month from the event.

6. QUALITY ASSURANCE STANDARDS AND GUIDELINES

A. Event

- 14 days before the meeting/event draft meeting agenda is circulated for amendments/additions;
- 14 days before the meeting/event info on the venue, recommendations on travel/ accommodation are circulated;
- 7 days before the meeting/event agenda is agreed with partners and disseminated;
- Registration of participants is organized before the meeting via online registration form or e-mail;
- Registration list is available for each day of the event;
- Photos of the meeting are taken (for online meetings screenshots are available; video recordings are made whenever possible for internal circulation);
- Secretary to the event is assigned before the event and minutes are taken during the event;
- Targeted post-event evaluation is organized depending on the types of the participants during 7 days after the event
- Post-evaluation survey is analysed during 21 days after the event
- Minutes, presentations and recordings are disseminated among partners during 7 days after the event





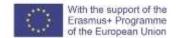
- List of immediate actions required from each partner is compiled and sent to Partners during 7 days after the event
- Dissemination measures by each Partner are taken during 1 month after the event

B. Service/Product

- All the stakeholders are involved in the development of the service/product;
- The responsibilities of all Partners are clearly defined and agreed upon;
- Service/Product development Leader actively leads and communicates the process;
- Service/Product development follows the preliminary defined objectives and deadlines;
- Mechanisms to mitigate the risks of underperformance are available and implemented;
- Service/Product outcome is discussed with stakeholders and reviewed accordingly;
- Feedback on service/product from Partners is provided within 10 days after the receipt of the email/assignment;
- Service/Product results are accepted by all Partners and positive feedback is provided;
- Service/Product result has been piloted and implemented by the Partners.
- Samples of WBL individual study contracts and portfolios are made available.

C. Teaching/learning/training material

- WBL framework, curriculum, manuals etc. are based on practice and workplace needs and takes into account the current competencies of the learners;
- The curriculum includes a set of courses / modules created for the purpose of WBL;
- Developed WBL curricula/courses with flexible LOs are approved at Partner universities;
- WBL curricula /courses are presented as online modules;
- Guidelines are available to enable learners to validate prior non-formal and informal learning;
- Academic materials vary according to the current competencies of the learners;
- WBL curricula/ courses are interdisciplinary;
- Study materials are adjusted for the WBL;
- There is a description of academic projects implemented at the workplace;





- Tools have been developed to regularly evaluate LOs;
- Tools have been developed to assess the satisfaction of participants (students, employers, and teachers)

D. Report

Relevance:

- TOR & specifications are adhered;
- Only relevant up-to-date information is gathered, evaluated and analysed;
- Informative answers its purpose: adequate information to stakeholders concerned to take appropriate decisions.

Good writing style:

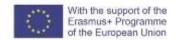
- Readable;
- Scientific or technical jargon is avoided;
- Material is structured in logical and coherent manner;
- Proof-read grammar and punctuation.

Good form & content:

- Graphs and tables carefully labelled;
- Project visibility measures are respected;
- References are always quoted and checked for accuracy;
- All authors are acknowledged;
- Summary is provided;
- Report is dated and signed.

E. MANAGEMENT

- WP's objectives, development stages and anticipated results are clear to all Partners;
- Contact information of people responsible for WP implementation is up-to-date and available for all Partners on Own Cloud platform;





- Combination of various communication tools (email, messengers, conference calls, etc.) is used to ensure the efficiency and promptness of interaction;
- Consortium online meetings are organized regularly (at least once per month). Date and time is agreed by doodle voting or at previous meeting;
- WP leaders notify of the receipt of the inquiry regarding their WP within 3 days, the response to the inquiry is provided within 14 days;
- Project templates with the respective project logo, number etc. are available for all
 Partners (report templates, presentation templates, timesheet templates, etc.);
- Equipment purchase process is organized in line with the project timeline;
- Financing is issued in line with the project plan;
- Deliverables' drafts are available on Own Cloud platform 14 days before the discussion.



7. QUALITY STANDARDS AND TOOLS

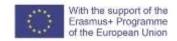


WP1. Project Methodology

WP 1: Project Methodology- Preparation

Leader: P 1: Liepaja University

		· ,	<u>, </u>			
Review Date:						
Deliverable	Туре	Quality Standards	Delivery deadline	Met/Not met	Tools	Comments on the processes
1.1 Research methodological guideline on WBL in HE	Report	The methodological guideline is adhered Only relevant up-to-date information is gathered, evaluated and analysed Fits the purpose: corresponding information to stakeholders concerned to take appropriate decisions The guideline is user-friendly and readable Scientific or technical jargon is avoided Guideline is structured in logical and coherent manner Grammar and punctuation are	M10		Review of the documents by QA Team Feedback from the Academic department or Scientific Council of the University	describe the current national WBL context in HE (WBL practice, NQF,

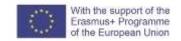




WP 1: Project Methodology- Preparation

Leader: P 1: Liepaja University

Review Date:						
Deliverable	Туре	Quality Standards	Delivery deadline	Met/Not met	Tools	Comments on the processes
		proof-read Project visibility measures are respected References are always quoted and checked for accuracy				
1.2 3-day WBL Transfer Workshop	Event	14 days before the meeting/event draft meeting agenda is circulated for amendments/additions 14 days before the meeting/event info on the venue, recommendations on travel/accommodation 7 days before the meeting/event agenda is agreed with partners and disseminated Registration of participants is	M1-M36		Review of the Minutes, pre-training correspondence, post-training evaluation report Questionnaire	

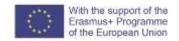




WP 1: Project Methodology- Preparation

Leader: P 1: Liepaja University

Review Date:						
Deliverable	Туре	Quality Standards	Delivery deadline	Met/Not met	Tools	Comments on the processes
		organized before the meeting via online registration form or mail Registration list is available for every day Photos of the meeting are taken (for online meetings screenshots and video recordings are available) Secretary to the event is assigned before the event and minutes are taken during the event Targeted post-event evaluation is organized depending on the types of the participants during 7 days after the event Post-evaluation survey is analysed during 21 days after				

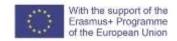




WP 1: Project Methodology- Preparation

Leader: P 1: Liepaja University

Review Date:						
Deliverable	Type Quality Standards		Delivery deadline Met/Not met		Tools	Comments on the processes
		event Minutes, presentations and recordings are disseminated among partners during 7 days after the event List of immediate actions required on behalf of each partner is combined and sent to Partners during 7 days after the event Dissemination measures by each Partner are taken during 1 month after the event				
1.3 Development of the methodological base of the project	Report	The methodological base is adhered Only relevant up-to-date information is gathered, evaluated and analysed	M8		Review of the documents by QA Team Feedback from the	





WP 1: Project Methodology- Preparation

Leader: P 1: Liepaja University

Review Date:						
Deliverable	Туре	Quality Standards	Delivery deadline	Met/Not met	Tools	Comments on the processes
		Fits the purpose: corresponding information to stakeholders concerned to take appropriate decisions The guideline is user-friendly and readable Scientific or technical jargon is avoided Guideline is structured in logical and coherent manner Grammar and punctuation are proof-read Project visibility measures are respected References are always quoted and checked for accuracy			Academic department or Scientific Council of the University	



WP2. WBL FRAMEWORK DEVELOPMENT

WP 2.1: WBL FRAMEWORK DEVELOPMENT- Development

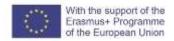
Leader: P 3: Private University of Education of the Diocese of Linz

Review Date:						
Deliverable	Туре	Quality Standards	Delivery deadline	Met / Not met	Tools	Comments on the processes
2.1.1 Initial WBL ramework and mplementation plan	Teaching material/Report	The WBL framework provides a definition and a concept based on the relevant literature and practice The WBL framework is based on practice and workplace needs and takes into account the current competencies of the learners The WBL framework allows validation of prior non-formal and informal	M10		Review of the documents by members of the Leader-Team Review of the documents by Co-leaders (P4, P9) Review of the documents by QA Team	Languages of the report: English, Armenian, Russian





interdisciplinarity Tools have been developed to assess the satisfaction of participants with the WBL framework (university representatives, employers) The WBL framework is adhered Only relevant up-to-date information is gathered, evaluated and analysed Fits the purpose: corresponding information to stakeholders concerned to take appropriate decisions	universities cooperation with the employer partners Feedback fro the Academ department Scientific Council of ti University, employers	eir om nic or
The guideline is user- friendly and readable		
Scientific or technical jargon is avoided		
WBL framework is structured in logical and coherent manner		



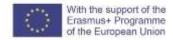


		Grammar and punctuation are proof-read Project visibility measures are respected			
		References are always quoted and checked for accuracy			
2.1.2 A manual for WBL Framework development and implementation		The WBL manual is based on practice and workplace needs and takes into account the current competencies of the learners	M12, M28	Review of the documents by members of the Leader- Team	
	Teaching material	The WBL manual allows validation of prior nonformal and informal learning The WBL manual promotes transdisciplinarity.		Review of the documents by Co-leaders (P4, P9)	
		Tools have been developed to assess the satisfaction of participants with the WBL framework (university		Review of the documents by QA Team Feedback from	
		representatives,		partner	





employers)			universities in	
The WRI manual is			cooperation	
			with their	
			employer	
			partners	
evaluated and analysed				
Fits the purpose:				
' '			Feedback from	
			Scientific	
			Council of the	
The many lie was			University	
			,	
Triendly and readable				
Scientific or technical				
jargon is avoided				
Manual is structured in				
_				
read				
Project visibility				
measures are respected				
References are always				
	The WBL manual is adhered Only relevant up-to-date information is gathered, evaluated and analysed Fits the purpose: corresponding information to stakeholders concerned to take appropriate decisions The manual is userfriendly and readable Scientific or technical jargon is avoided Manual is structured in logical and coherent manner Grammar and punctuation are proofread Project visibility	The WBL manual is adhered Only relevant up-to-date information is gathered, evaluated and analysed Fits the purpose: corresponding information to stakeholders concerned to take appropriate decisions The manual is user-friendly and readable Scientific or technical jargon is avoided Manual is structured in logical and coherent manner Grammar and punctuation are proof-read Project visibility measures are respected References are always	The WBL manual is adhered Only relevant up-to-date information is gathered, evaluated and analysed Fits the purpose: corresponding information to stakeholders concerned to take appropriate decisions The manual is user-friendly and readable Scientific or technical jargon is avoided Manual is structured in logical and coherent manner Grammar and punctuation are proof-read Project visibility measures are respected References are always	The WBL manual is adhered Only relevant up-to-date information is gathered, evaluated and analysed Fits the purpose: corresponding information to stakeholders concerned to take appropriate decisions The manual is userfriendly and readable Scientific or technical jargon is avoided Manual is structured in logical and coherent manner Grammar and punctuation are proofread Project visibility measures are respected References are always



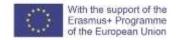


	accuracy	
2.1.3 3-day WBL framework development Workshop	accuracy 14 days before the Workshop draft meeting agenda and info on the venue, recommendations on travel/accommodation are circulated for amendments/additions 7 days before the Workshop the agenda is agreed with partners and disseminated Registration of participants is organized before the Workshop via online registration form or mail Registration list is available for every day Photos of the Workshop are taken (for online meetings screenshots and video recordings are available)	M8
	Secretary to the workshop is assigned before the event and	





minutes are taken during the event		
Targeted post-event evaluation is organized depending on the types of the participants during 7 days after the event		
Post-evaluation survey is analysed during 21 days after the Workshop		
Minutes, presentations and recordings are disseminated among partners during 7 days after the event		
List of immediate actions required on behalf of each partner is combined and sent to Partners during 7 days after the Workshop		
Dissemination measures by each Partner are taken during 1 month after the Workshop		



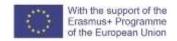


WP 2.2: Implementation of the WBL Framework: Knowledge and Competence

Leader: P2 Klaipeda University

Ke	vie	W	υa	te:

Deliverable	Туре	Quality Standards	Delivery deadline	Met/Not met	Tools	Comments on the processes
2.2.1 Approved WBL Curricula at partner universities	Teaching/Learning /Training material	The WBL curricula is based on practice and workplace needs and takes into account the current competencies of the learners; The WBL curricula curriculum includes a set of courses/modules created for the purpose of WBL; Developed WBL curricula with flexible LOs are approved at Partner universities; WBL curricula are presented as online modules; Guidelines are available to enable learners to validate prior non-formal and informal learning;	M14		Review of the document by members of the Leader-Team and Coleaders, as well as QA Team Feedback from stakeholders	





		Academic materials vary according to the current competencies of the learners; Study materials are adjusted for the WBL			
		All the stakeholders are involved in the development of the sample portfolios/learning documentation material;	M16, M26		
2.2.2 Sam portfolios/ learn documentation material for and students	ng Service/Product	The responsibilities of all Partners are clearly defined and agreed upon; The document development follows the preliminary defined objectives and deadlines;			
		The document outcome is discussed with stakeholders and reviewed accordingly and the feedback on the document from Partners is provided within 10 days after the receipt of			





		the email/assignment; The Document is accepted by all Partners and positive feedback is provided and implemented		
2.2.3 Analysis of the survey results and interviews	Report	Only relevant up-to-date information is gathered, evaluated and analysed; Informative – answers its purpose: adequate information to stakeholders concerned to take appropriate decisions. All authors are acknowledged; Analysis of the survey results and interviews are dated and signed.	M18, M26	Criteria of efficiency of WBL program & feedback from engaged stakeholders TG: Teaching staff, students, administrative, technical, Employers, Employers Association, Policy-Makers EN, AR, RU - Languages of the report: English, Armenian, Russian
2.2.4 Updated WBL framework	Teaching/learning/ training material	The updated WBL framework is based on practice and workplace needs and takes into account the current competencies of the	M26	





_		 ,	
	learners		
	The WBL manual allows validation of prior non-formal and informal learning		
	Tools have been developed to regularly evaluate LOs (university representatives, employers)		
	The WBL framework is adhered, only relevant up-to-date information is gathered, evaluated and analysed		
	Fits the purpose: corresponding information to stakeholders concerned to take appropriate decisions		
	The WBL framework is user-friendly and readable		
	Scientific or technical jargon is avoided, it is structured in logical and coherent manner		





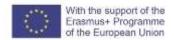
		14 days before the	NA 11	Precentations	
2.2.5 Workshop on WBL Framework implementation	Event	14 days before the Workshop draft meeting agenda is circulated for amendments/additions 14 days before the Wosrkshop info on the venue, recommendations on travel/accommodation 7 days before the Workshop agenda is agreed with partners and disseminated Registration of participants is organized before the meeting via online registration form or mail; Registration list is available for every day Photos of the Workshop are taken (for online meetings screenshots and video recordings are	M 11	Presentations are prepared and disseminated among participants	
		available) Secretary to the event is assigned before the event and minutes are			





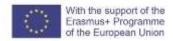
taken during the event						
Targeted post-event evaluation is organized depending on the types of the participants during 7 days after the event Post-evaluation survey is applying 31 days						
analysed during 21 days after the event						
Minutes, presentations and recordings are disseminated among partners during 7 days after the event						
List of immediate actions required on behalf of each partner is combined and sent to Partners during 7 days after the event						
Dissemination measures by each Partner are taken during 1 month after the event						
WP2.3 Implementation Support						
Leader: P5 Don St	ate Technical University					

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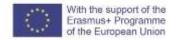


Review date:						
Deliverable	Туре	Quality Standards	Delivery deadline	Met /Not Met	Tools	Comments on the processes
2.3.1 Stakeholder interaction plan	Report	Present project information and deliverables to groups of stakeholders;) Allow the groups of stakeholders to provide their views and opinions and reviewing of deliverables; Gather, analyse the opinions and views from stakeholders and make improvements;	M8		1)Stakeholders 'meetings schedule (including online) is composed; 2) Stakeholders' Questionnaires and surveys prepared and analyzed; 3) stakeholders are classified and contact list is available; 4) Deliverables' review procedure for Stakeholders is developed; 5) Consultation methods and	





			M16	Interaction technique per stakeholder group are outlined. 1)Content is
				updated weekly;
2.3.2 WBL Website	Service/Product	Relevant content & deliverables are shared and updated; Website is informative, attractive, follows visual identity rules; There is an area for WBL learning: curricula, references, samples of WBL documentation etc.; WBL labs and partner network are present at website		2)relevant content and deliverables are uploaded; 3) events agendas, presentations and photos are available 3) project branding and visual identity logos and disclaimer are in place 4) WBL curricula, references, samples of





				1	
					WBL documentatio n etc. are uploaded and accessible;
					5) information about WBL network and labs is present
					6) number of website visitors/downl oads etc. is recorded and statistics available
					7) contact form is available
2.3.3 WBL Educators' Network	Service/Product	Relationships with business community for the purpose of WBL is confirmed (enterprises' profiles; overview of cooperation in the frame of WBL implementation; WBL projects examples;	M36		-Agreement/ Memorandums of university enterprise cooperation for WBL implementatio

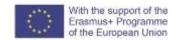




university-enterprise		n signed and	
agreements, etc.)		put into effect;	
		- Partner	
		enterprises	
		profiles are	
		provided;	
		- Overview of	
		cooperation is	
		provided;	
		-examples of	
		WBL projects	
		are given	

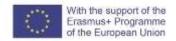






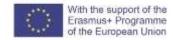


event and minutes are taken during the event Targeted post-event evaluation is organized depending on the types of the participants during 7 days after the event Post-evaluation survey is analysed during 21 days after the event Minutes, presentations and recordings are disseminated among		
partners during 7 days after the event List of immediate actions required on behalf of each partner is combined and sent to Partners during 7 days after the event Dissemination measures by each Partner are taken during 1 month after the event		





2.3.5 WBL Lab	Service/Product	The Work-Based Learning Labs are established to facilitate work-based learning opportunities for students and implement WBL framework which is developed in the frame of FlexWBL project.	M16		-WBL labs equipment is purchased and installed; -Lab functions developed; -Lab establishment and regulating documentatio n developed		
WP2.4 Evaluation Leader: P6 Perm State University (PSU)							
Review date:	Review date:						
Deliverable	Туре	Quality Standards	Delivery deadline	Met/Not Met	Tools	Comments on the processes	
2.4.1 Pilot evaluation/ Plan for a second iteration	Service/Product	All the stakeholders are involved in the development of the pilot evaluation/Plan for a second iteration. Fits the purpose: corresponding	M24		Review of the document by members of the Leaders and Co-leaders		



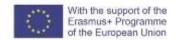


		information to stakeholders concerned to take appropriate decisions. Outcomes are discussed with stakeholders and reviewed accordingly; Feedback on the Plan from Partners is provided within 10 days after the receipt of the email/assignment; It has been piloted and implemented by the Partners		Feedback from partners and stakeholders
2.4.2 Final evaluation	Report	The evaluation provides adequate information to stakeholders to take appropriate decisions. The evaluation outcomes serve to determine the success of the Project and whether the preliminary set objectives	M32	Questionnaires and surveys prepared and analyzed; Review of the document by members of the Leaders and Co-leaders



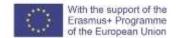


2.4.3 A manual	Teaching	have been met. The evaluation results are shared among Project Partners. Feedback on the evaluation from Partners is provided within 10 days after the receipt of the email/assignment; The results are accepted by all Partners and positive feedback is provided; The results are presented to the Project SC for their further consideration and decision-making. The evaluation is structured in logical and coherent manner; is readable, Scientific or technical jargon is avoided. The manual is based on	M32	Feedback from partners and stakeholders Review of the
2.4.3 A manual providing recommendations to	Teaching material/Report	practice and workplace needs.	IVI32	Review of the document by members of



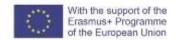


non-partner HEIs,		The manual provides		the Leaders	
non-partner HEIS, policy makers and the wider society		recommendations to non-partner HEIs, policy makers and the wider society The manual fits the purpose: corresponding information to stakeholders concerned to take appropriate decisions Only relevant up-to-date information is gathered, evaluated and analysed		Feedback from partners, non-partner HEIs, policy makers and the wider society	
		The manual is user- friendly and readable, scientific or technical jargon is avoided			
		Manual is structured in logical and coherent manner, grammar and punctuation are proof-read			
		References are always quoted and checked for accuracy			
2.4.4 3-day WBL Policy	Event	14 days before the 3-day	M26	Presentations	
Development Training		WBL Policy Development		are prepared	





Workshop	Training Workshop draft	and
	meeting agenda and info	demonstrated;
	on the venue, recommendations on travel/ accommodation are circulated for amendments/additions 7 days before the Workshop the agenda is agreed with partners and disseminated Registration of participants is organized before the Workshop via online registration form or mail	Participatory exercises are used to facilitate group discussions, brainstorm issues, analyse information, and develop recommendati ons and strategies
	Registration list is available for every day	
	Photos of the Workshop are taken (for online meetings screenshots and video recordings are available)	
	Secretary to the workshop is assigned before the event and minutes are taken during the event	





Targeted post-event evaluation is organized depending on the types of the participants during 7 days after the event		
Post-evaluation survey is analysed during 21 days after the Workshop		
Minutes, presentations and recordings are disseminated among partners during 7 days after the event		
List of immediate actions required on behalf of each partner is combined and sent to Partners during 7 days after the Workshop		
Dissemination measures by each Partner are taken during 1 month after the Workshop		

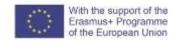


WP3. QUALITY ASSURANCE AND EVALUATION

WP 3: QUALITY ASSURNCE AND EVALUATION- QUALITY PLAN

Leader: P 8 Brusov State University

Review Date:						
Deliverable	Туре	Quality Standards	Delivery deadline	Met/Not Met	Tools	Comments on the processes
3.1 Quality Assurance & Evaluation Plan - Requirements/Specifications for Each Major Deliverable	Report	User-friendly and readable plan with comprehensive methods and guidelines has been produced and is serving as an internal working document. QA plan is structured in logical and coherent manner, scientific or technical jargon is avoided. References are always quoted and checked for accuracy, all authors are acknowledged	M36		Review of the QA plan by the QA Team and other stakeholders. Feedback from the relevant department of the partner University	



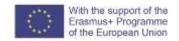


WP 3: QUALITY ASSURNCE AND EVALUATION- QUALITY PLAN

Leader: P 8 Brusov State University

Review Date:	
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Deliverable	Туре	Quality Standards	Delivery deadline	Met/Not Met	Tools	Comments on the processes
		Deliverables have been evaluated according to the Manual				
3.2Quality Assurance Manual for online modules and training courses	Report	User-friendly and readable manual with comprehensive methods and guidelines has been produced and is serving as an internal working document. Manual is structured in logical and coherent manner; scientific or technical jargon is avoided. References are always quoted and checked for accuracy, all authors	M28		Review of the Manual by the QA Team and other stakeholders. Feedback from the relevant department of the partner University	





WP 3: QUALITY ASSURNCE AND EVALUATION- QUALITY PLAN

Leader: P 8 Brusov State University

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Deliverable	Туре	Quality Standards	Delivery deadline	Met/Not Met	Tools	Comments on the processes
		are acknowledged Online modules and training courses have been evaluated according to the Manual				
3.3 Quality Evaluation Reports (Internal Quality Monitoring and reporting)	Report	More than 75% of partners expressed satisfaction with the processes and deliverables The Project follows the time-line set forth in the Project application Report is dated and signed. References are always quoted and	M8, M12, M14, M17, M20, M24, M32, M36		Peer review questionnaire is sent to each partner. Feedback from the partners received	



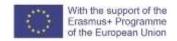


WP 3: QUALITY ASSURNCE AND EVALUATION- QUALITY PLAN

Leader: P 8 Brusov State University

Review Date

Deliverable	Туре	Quality Standards	Delivery deadline	Met/Not Met	Tools	Comments on the processes
		checked for accuracy. All authors are acknowledged.				
3.4 External Evaluation Report (Interim & Final Reports)	Report	All the project processes have been effectively implemented to produce quality deliverables	M36		Peer review questionnaire is sent to each partner. Feedback from the partners received	
		The Project has been implemented following the time-line set forth in the Project application				
		Timely decisions have been made to mitigate				



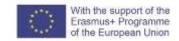


WP 3: QUALITY ASSURNCE AND EVALUATION- QUALITY PLAN

Leader: P 8 Brusov State University

Review Date:	Rev	/iew	Date:
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Deliverable	Туре	Quality Standards	Delivery deadline	Met/Not Met	Tools	Comments on the processes
		the possible risks Report is dated and signed. References are always quoted and checked for accuracy. All authors are acknowledged.				
3.5 Assessment by stakeholders	Report	More than 75% of partners expressed satisfaction with the processes and deliverables The Project deliverables fit the needs and aspirations of the stakeholders References are always quoted and checked for	M 32, M36		Peer review questionnaire is sent to each partner	





WP 3: QUALITY ASSURNCE AND EVALUATION- QUALITY PLAN

Leader: P 8 Brusov State University

Review Date:						
Deliverable	Туре	Quality Standards	Delivery deadline	Met/Not Met	Tools	Comments on the processes
		accuracy; All authors are acknowledged.				
	Report	SC meetings have been held according to the schedule set forth in the Project application	M36		Review of the documents by QA Team	
3.6 Quality Review		Decisions have been made and disseminated among the Partners			Feedback from partner is received	
Mechanism (SC meetings)		Minutes of SC have been drafted and uploaded to the cloud				

drive

ΑII

accuracy;

References are always quoted and checked for

authors

are





	WP 3: QUALITY ASSURNCE AND EVALUATION- QUALITY PLAN Leader: P 8 Brusov State University						
Review Date:							
Deliverable	Туре	Quality Standards	Delivery deadline	Met/Not Met	Tools	Comments on the processes	
		acknowledged.					

WP4. DISSEMINATION AND EXPLOITATION

	WP 4: DISSEMINATION AND EXPLOITATION CAMPAIGN- QUALITY PLAN					
		Leader: P 4 Tver State University				
Review Date:						
Deliverable	Туре	Quality Standards	Delivery deadline	Met/Not Met	Tools	Commen ts on the processe s
4.1 Dissemination & Exploitation	Report	User-friendly and readable Dissemination and Exploitation Action Plan has been	M8, M24, M36		Distribution	





WP 4: DISSEMINATION AND EXPLOITATION CAMPAIGN- QUALITY PLAN

Leader: P 4 Tver State University

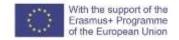
Review Date:						
Deliverable	Туре	Quality Standards	Delivery deadline	Met/Not Met	Tools	ts on the process
Action Plan		produced and is serving as an internal working document. The Dissemination and Exploitation Action Plan introduces the FlexWBL project dissemination, exploitation and communication strategy. Its implementation plan is used by the partners to ensure the high visibility, accessibility and promotion of the project. This D&E Plan is a reference framework to provide quality communication and dissemination activities and to be updated and adjusted as the project progresses. D&E Plan is structured in logical and coherent manner, scientific or technical jargon is avoided. Performed dissemination activities are			of the FlexWBL info, news, and materials via Partners' and external websites Distribution of the FlexWBL info in printed version (flyers, newsletters, etc.)	





WP 4: DISSEMINATION AND EXPLOITATION CAMPAIGN- QUALITY PLAN

		Leader: P 4 Tver State University				
Review Date:						
Deliverable	Туре	Quality Standards	Delivery deadline	Met/Not Met	Tools	Commen ts on the processe s
		clearly reported				
4.2 Project Branding	Service/Product	Visualization elements are developed and implemented (Logo, Materials for the website, Leaflets, Roll UP, Text document template, Presentation template) Project templates with the respective project logo, number etc. are available for all Partners (report templates, presentation templates, timesheet templates, etc.);	M26		online and interactive tools and channels website physical interactive tools and channels Logo, Materials for the website, Leaflets, Roll UP, Text document template, Presentation	



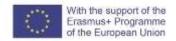


WP 4: DISSEMINATION AND EXPLOITATION CAMPAIGN- QUALITY PLAN

Leader: P 4 Tver State University

Review Date:						
Deliverable	Туре	Quality Standards	Delivery deadline	Met/Not Met	Tools	ts on the processe

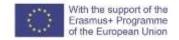
Deliverable		Quality Standards	deadline	Met/Not Met	Tools	ts on the processe
					template	
4.3 Networking & Exploitation at Partner Level and European Level	Event	The development of the FlexWBL network of National FlexWBL Representatives Networking at EU level through the participation in 2 highly visible events 3 National FlexWBL Workshops at each Partner Country. Presentations of project's outcomes at external events	M36		Project Links at European Level, e.g. project presentation, participation in any events, EU forums, Member State conferences etc. Presentation of the FlexWBL project within the related non-project	





WP 4: DISSEMINATION AND EXPLOITATION CAMPAIGN- QUALITY PLAN

		Leader: P 4 Tver State University				
Review Date:						
Deliverable	Туре	Quality Standards	Delivery deadline	Met/Not Met	Tools	Commer ts on the processe s
					internal and external events (including interproject coaching)	
4.4 WBL Policy Recommendation Report	Report	WBL Policy Recommendation Report compiles all the outcomes of the workshops. Includes proceedings, attendee list, press clippings, and the results of the working sessions. Only relevant up-to-date information is	M24		Review of the document by members of the Leader- Team and Co- leaders, as well as QA Team	
		gathered, evaluated and analysed;			Feedback from stakeholders	





WP 4: DISSEMINATION AND EXPLOITATION CAMPAIGN- QUALITY PLAN

Leader: P 4 Tver State University

		Leader. F 4 Iver State Oniversity				
Review Date:						
Deliverable	Туре	Quality Standards	Delivery deadline	Met/Not Met	Tools	ts on the process
4.5 WBL – Policy Conference	Event	14 days before Conference draft meeting agenda and info on the venue, recommendations on travel/accommodation are circulated for amendments/additions 7 days before the Conference the agenda is agreed with partners and disseminated Registration of participants is organized before the Conference via online registration form or mail Registration list is available for every day Photos of the Conference are taken (for online meetings screenshots and video recordings are available) Secretary to the workshop is assigned before the event and minutes are taken	M36		Presentations are prepared and demonstrated; Participatory exercises are used to facilitate group discussions, brainstorm issues, analyse information, and develop recommendat ions and	

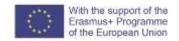
during the event

post-event

evaluation

Targeted

strategies

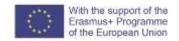




WP 4: DISSEMINATION AND EXPLOITATION CAMPAIGN- QUALITY PLAN

Leader: P 4 Tver State University

Review Date:						
Deliverable	Туре	Quality Standards	Delivery deadline	Met/Not Met	Tools	Commer ts on the processe s
		organized depending on the types of the participants during 7 days after the event				
		Post-evaluation survey is analysed during 21 days after the Conference				
		Minutes, presentations and recordings are disseminated among partners during 7 days after the event				
		List of immediate actions required on behalf of each partner is combined and sent to Partners during 7 days after the Conference				
		Dissemination measures by each Partner are taken during 1 month after the Conference				
4.6 Sustainability Plan	Report	Sustainability plan includes specific actions referring to sustainability activities explored during the project	M36			

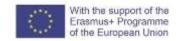




WP 4: DISSEMINATION AND EXPLOITATION CAMPAIGN- QUALITY PLAN

Leader: P 4 Tver State University

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Review Date:						
Deliverable	Туре	Quality Standards	Delivery deadline	Met/Not Met	Tools	Commen ts on the processe s
		implementation				
		It is agreed and signed by all partners.				
		Special focus of the sustainability plan is put on the operations and activities of the six FlexWBL Labs (3 in Russia and 3 in Armenia) A common agreement plan about the operations is developed.				
	Service/Product	Social media and professional networks are used for dissemination of the project and it activities	M36		Website, logo, flyers Distribution	
4.7 Social Media Support		Social media is focused on strengthening project's presence in the Russian and Armenia Social Media space			of the FlexWBL info, news, and	
		Feedback on used Social media tools from Partners is provided within 10 days after			materials via Partners' and external	





WP 4: DISSEMINATION AND EXPLOITATION CAMPAIGN- QUALITY PLAN

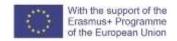
		Leader: P 4 Tver State University				
Review Date:						
Deliverable	Туре	Quality Standards	Delivery deadline	Met/Not Met	Tools	ts on the process
		the receipt of the email/assignment FlexWBL project under common Facebook, YouTube, Instagram accounts is mutually beneficial action that the projects' respective partners welcomed and agreed upon			websites Distribution of the FlexWBL info in printed version (flyers, newsletters, etc.) Published Articles and Reports	



WP5. MANAGEMENT

WP 5: PROJECT MANAGEMENT-MANAGEMENT

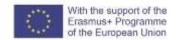
Review Date:						
Deliverable	Туре	Quality Standards	Delivery deadline	Met/Not Met	Tools	Commen ts on the processe s
5.1 Internal Communication Platform (Online Project Management)	Service/Product	Contact information of people responsible for WP implementation is up-to-date and available for all Partners on Own Cloud platform; Combination of various communication tools (email, messengers, conference calls, etc.) is used to ensure the efficiency and promptness of	M4		Own Cloud platform, email, messengers, conference calls,	





WP 5: PROJECT MANAGEMENT-MANAGEMENT

Review Date:						
Deliverable	Туре	Quality Standards	Delivery deadline	Met/Not Met	Tools	Commen ts on the processe s
		interaction; Deliverables' drafts are available on Own Cloud platform 14 days before the discussion. WP leaders notify of the receipt of the inquiry regarding their WP within 3 days, the response to the inquiry is provided within 14 days;				
5.2 Project Management System (PMS)	Service/Product	WP's objectives, development stages	M4		Communication tools used	





WP 5: PROJECT MANAGEMENT-MANAGEMENT

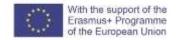
Review Date:						
Deliverable	Туре	Quality Standards	Delivery deadline	Met/Not Met	Tools	Comm ts on t proces
		and anticipated results			(email,	
		are clear to all			messengers, conference	
		Partners;			calls, zoom	
					meetings	
		Consortium online				
		meetings are				
		organized regularly (at				
		least once per month).				
		Date and time is				
		agreed by doodle				
		voting or at previous				
		meeting;				
		Combination of various				
		communication tools				
		(email, messengers,				
		conference calls, etc.)				
		is used to ensure the				
		efficiency and				





WP 5: PROJECT MANAGEMENT-MANAGEMENT

Review Date:						
Deliverable	Туре	Quality Standards	Delivery deadline	Met/Not Met	Tools	Commen ts on the processe s
		promptness of interaction;				
5.3 Transnational SC Meetings & Technical Workshops	Event/Service/Pro duct	Consortium online meetings are organized regularly (at least once per month). Date and time is agreed by doodle voting or at previous meeting; All the stakeholders are involved in the development process and feedbacks are provided	M2, M8, M14, M20, M26, M32, M35			

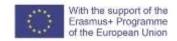




WP 5: PROJECT MANAGEMENT-MANAGEMENT

Leader: P 1 Liepaja University

Review Date:						
Deliverable	Туре	Quality Standards	Delivery deadline	Met/Not Met	Tools	Comme ts on th process s
		Before the meetings draft meeting agenda is circulated Dissemination measures by each Partner are taken				
5.4 Progress reports per WP	Report	WP's objectives, development stages and anticipated results are clear to all Partners; Partners are acknowledged and agreed Project visibility measures are respected; Report is structured in	M32, M35		Review of the documents by all partners	





WP 5: PROJECT MANAGEMENT-MANAGEMENT

Leader: P 1 Liepaja University

Review Date:						
Deliverable	Туре	Quality Standards	Delivery deadline	Met/Not Met	Tools	Commen ts on the processe s
		logical and coherent manner Report is dated and signed.				
	Report	Only relevant up-to- date information is gathered, evaluated and analysed;			Review of the documents by all partners Feedback	
5.5 Reporting to EC — Interim and Final Report		authors are acknowledged; Report is dated and signed. Financing is issued in line with the project plan;				





WP 5: PROJECT MANAGEMENT-MANAGEMENT

eview Date:						
Deliverable	Туре	Quality Standards	Delivery deadline Met/Not Met		Tools	Comm ts on t proces
		Equipment purchase process is organized in line with the project timeline; Fits the purpose: corresponding information to stakeholders concerned to take appropriate decisions				





Annex 1. WP Success survey

The table below is an example for WP3: Quality. For each WP, a different table will be developed. The form is an example; changes may be made in order to adapt the questions to specific contents of events.

WP SUCCESS SURVEY

DATE:						
Leader:						
PARTNER:						
The questions below refer to the WP's success. following parameters from 1 to 5 where 1: Not at				nt The W	/P fulfils	the
WP7 – Quality As	surance	Plan				
	1	2	3	4	5	
The WP was well organized and professionally						

WP/ – Quality As	surance i	Plan			
	1	2	3	4	5
The WP was well organized and professionally administered					
The objectives of the WP were clearly and efficiently communicated to partners					
Sufficient guidelines were provided for the accomplishment of the WP objectives					
Quality deliverables for the WP were achieved					
Partners' engagement was adequate and efficient					
Difficulties, problems, and issues were successfully resolved					

Comments:

WP:

62/63 Project Number



Annex 2. Meetings' Evaluation Form

63/63