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Implementation of Education Quality Assurance system via cooperation of University-Business-Government in HEIs (EDUQAS) 2017-2020

- *EU programme for education, training, youth and sport*
- Key Action 2 – *Capacity Building in the Field of Higher Education*
- *Structural project*

Project No. 586109-EPP-1-2017-1-RO-EPPKA2-CBHE-SP

Project Handbook

This project has been funded with support from the European Commission. This communication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

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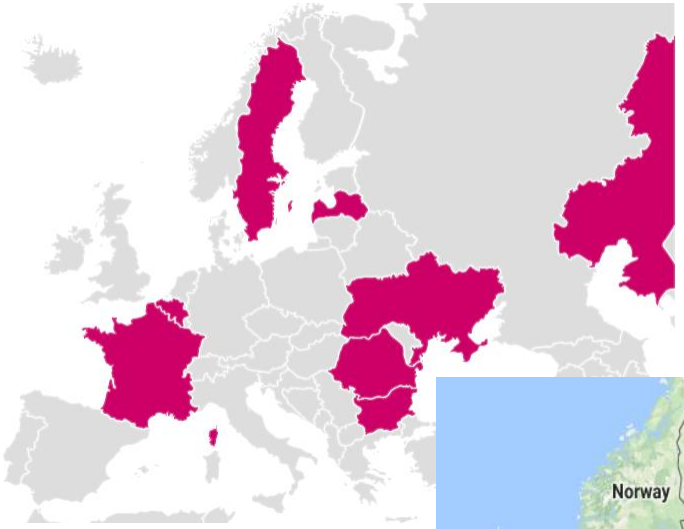
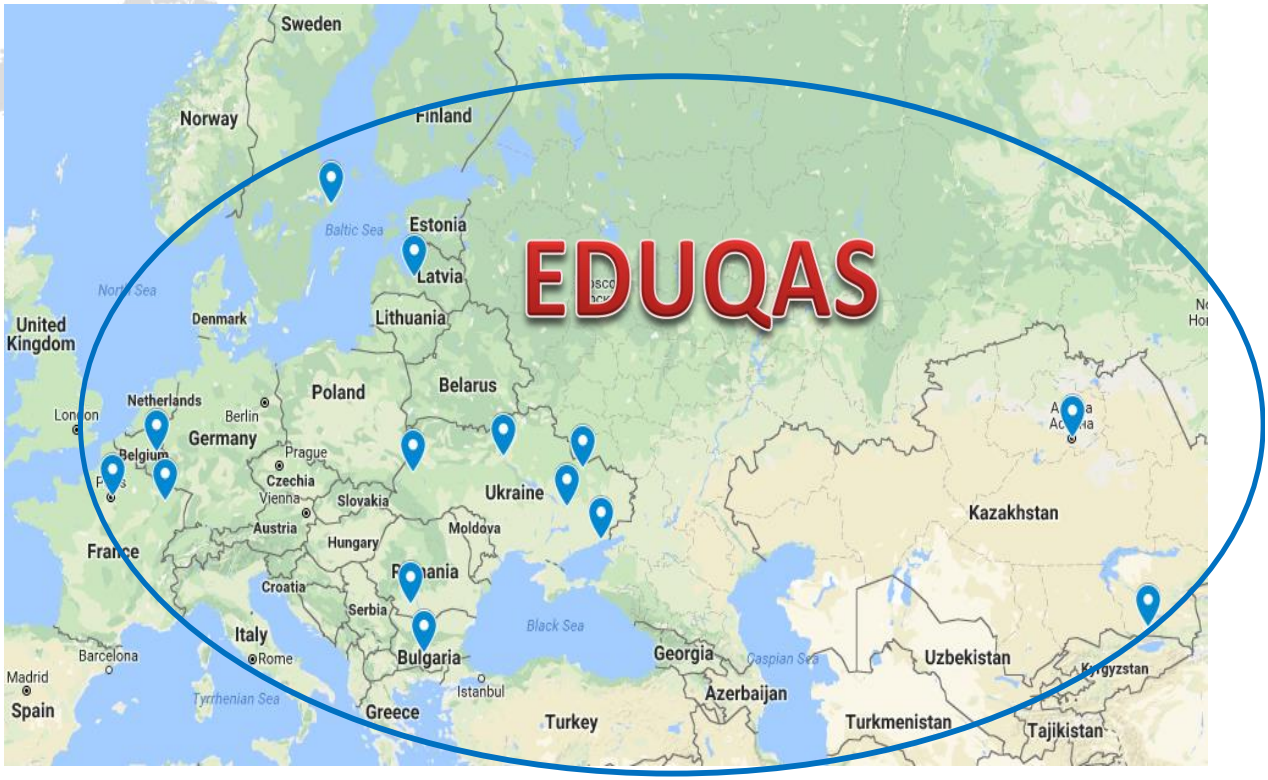
Partnership



8 Countries
- 2 Partner Countries
- 6 Programme Countries (EU)

29 Partners
- 17 Funded Partners
- 12 Associated Partners



Funded Partners

- P1 - UNIVERSITATEA DIN CRAIOVA, Craiova, Romania – *Project coordinator*
- P2 - KUNGLIGA TEKNISKA HOEGSKOLAN, Stockolm, Sweden
- P3 - UNIVERSITE DE LIEGE, Liege, Belgium
- P4 - UNIVERSITY OF PLOVDIV PAISII HILENDARSKI, Plovdiv, Bulgaria
- P5 - LATVIJAS UNIVERSITATE, Riga, Latvia
- P6 - UNIVERSITE DE LORRAINE, Nancy Cedex, France
- P7 - SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF ECONOMICS, Kharkiv, Ukraine
- P8 - LVIV POLYTECHNIC NATIONAL UNIVERSITY, Lviv, Ukraine
- P9 - DONETSK STATE UNIVERSITY OF MANAGEMENT, Mariupil, Ukraine
- P10 - NATIONAL METALLURGICAL ACADEMY OF UKRAINE, Dnipropetrovsk, Ukraine
- P11 - ABLAI KHAN UNIVERSITY OF INTERNATIONAL RELATIONS AND WORLD LANGUAGES, Almaty, Kazakhstan
- P12 - KAZAKH UNIVERSITY OF ECONOMY, FINANCE AND INTERNATIONAL TRADE, Astana, Kazakhstan
- P13 - INSTITUTE OF HIGHER EDUCATION, NATIONAL ACADEMY OF EDUCATION, Kyiv, Ukraine
- P14 - NATIONAL AGENCY FOR HIGHER EDUCATION QUALITY ASSURANCE, Kyiv, Ukraine
- P15 - MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE, Kyiv, Ukraine
- P16 - MINISTRY OF EDUCATION AND SCIENCE, Astana, Kazakhstan
- P17 - HAUT CONSEIL DE L'EVALUATION DE LA RECHERCHE ET DE L'ENSEIGNEMENT, Paris, France

Associated Partners

- P18 - INDEPENDENT AGENCY FOR ACCREDITATION AND RATING, Astana, Kazakhstan
- P19 - EDUCATIONAL CENTER "BILIM – CENTRAL ASIA", Almaty, Kazakhstan
- P20 - ASSOCIATION KAZAKHSTANAISE DES ENSEIGNANTS DE FRANÇAIS, Almaty, Kazakhstan
- P21 - KAZAKHSTAN COMMUNICATION ASSOCIATION, Almaty, Kazakhstan
- P22 - KAZAKHSTAN NATIONAL PUBLIC ASSOCIATION AT KHARKIV CITY "BIRLIK", Kharkiv, Ukraine
- P23 - LATVIJAS DARBA DEVEJU KONFEDERACIJASABIEDRISKA ORGANIZACIJA SA, Riga, Latvia
- P24 - DONETSK REGIONAL NON-PROFIT ORGANIZATION "INSTITUTE OF PSHYCHOSOCIAL TECHNOLOGIES", Kiev, Ukraine
- P25 - AGE OF POSSIBILITY, Kharkiv, Ukraine
- P26 - KHARKIV REGIONAL GENDER RESOURCE CENTER, Kharkiv, Ukraine
- P27 - DEPARTMENT FOR REGIONAL COMPETITIVENESS DEVELOPMENT, KHARKIV REGIONAL STATE ADMINISTRATION, Kharkiv, Ukraine
- P28 - DNIPROPETROVSK CHAMBER OF COMMERCE AND INDUSTRY, Dnipropetrovsk, Ukraine
- P29 - AGENCE UNIVERSITAIRE DE LA FRANCOPHONIE – BECO, Bucharest, Romania

Main objective

To improve quality culture in Kazakh and Ukrainian higher education institutions by establishing units, standards and guidelines dealing with internal QA in line with advanced EU practices.

Key actions

- Training for all the actors involved in the quality cycle (QA officers, deans, professors, administrative staff) that are tailored to the specific needs in PC;
- Creation of peer networks for all the actors' groups and a pool of experts trained and actively involved in the process of internal QA of certain (selected) study programs;
- Internal evaluation of 2 pilot education programs Bsc and Msc;
- Link between quality assurance structures of HE institutions in PgC and PC.

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Work Plan

Work Package and category	Title	Activities	Budget heading			
			Staff	Travel	Equipment	Subcontr.
WP1 Preparation	The overview of EU&PC QA policy strategy on national and institutional levels	▶ Analyze QA systems in EU and PC ▶ Train PC QA specialists ▶ Launch project web-site	x	x		
WP2 Development	QA strategy & policy development	▶ Develop QA strategy and policy ▶ Design program development ▶ Train academic staff ▶ Improve regulations of students study "life-cycle" ▶ Purchase new equipment	x	x	x	x
WP3 Capacity building	Implementation of internal QA systems	▶ Identify and upgrade tools for QA and data collection ▶ Launch QA units in PC ▶ Develop expert partnership network ▶ Pilot internal assessment of programs				
WP4 Quality plan	Quality Assurance	▶ Develop evaluation program ▶ Internal & external evaluation	x	x		
WP5 Dissemination & exploitation	Dissemination and exploitation strategy	▶ Create strategy & plan for project dissemination and sustainability ▶ Content management of project web-site ▶ Organize dissemination events	x	x		x
WP6 Management	Project Management	▶ Coordination and operational management ▶ Financial management and control ▶ Manage QA unit	x	x		x

Partners and budget resources involvement

	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12	P13	P14	P15	P16	P17	Budget (%)
WP1 - Preparation	x	x	x	x	x	x	x	x	x	x	x	x	x	x				9
WP2 - Development	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	41
WP3 - Capacity building	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
WP4 - Quality plan	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	20
WP5 - Dissemination & exploitation	x						x	x	x	x	x	x	x	x	x	x		14
WP6 - Management	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	16

Gantt diagram

Involvement of partners from EU Programme Countries (PgC) and from Partner Countries (PC) respectively

Year		Year 1 Oct. 2017 – Sept. 2018												Year 2 Oct. 2018 – Sept. 2019												Year 3 Oct. 2019 – Sept. 2020											
Month		1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
WP1	PgC																																				
	PC																																				
WP2	PgC																																				
	PC																																				
WP3	PgC																																				
	PC																																				
WP4	PgC																																				
	PC																																				
WP5	PgC																																				
	PC																																				
WP6	PgC																																				
	PC																																				

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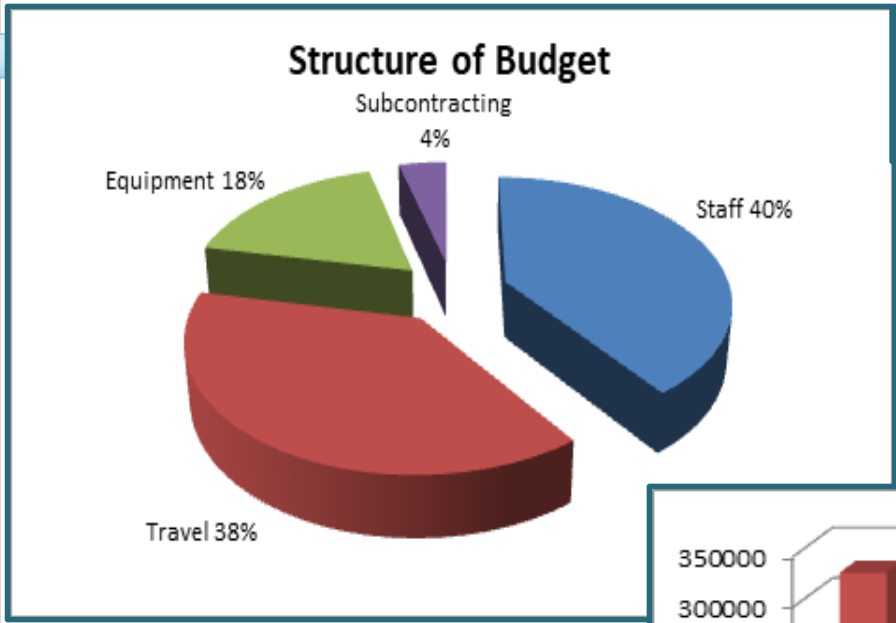
Travel

Number of staff members by origin, destination and Work Package

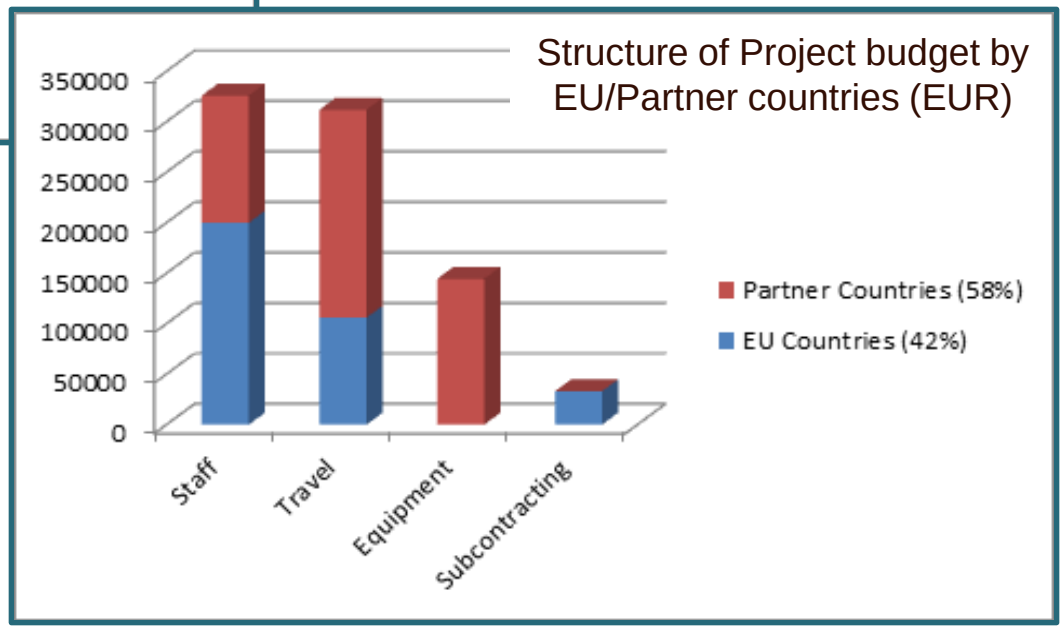
Departure / Destination	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	P11	P12	P13	P14	P15	P16	P17	Total persons
Craiova - WP6		4	4	4	4	4	5	4	4	4	4	4	2	2	2	2	2	55
Stockolm - WP1	1						3	2	2	2	2	2	1	1				16
Liege - WP2	1						3	2	2	2	2	2	1	1	1	1		18
Plovdiv - WP1	1						3	2	2	2	2	2	1	1				16
Riga - WP2	1						4	3	3	3	3	3						20
Nancy - WP2	1						3	2	2	2	2	2	1	1			1	17
Kharkiv - WP4, WP5	4	3	3	3	3	3		2	2	2	2	2	1	1	1		1	33
Lviv - WP4, WP5	4		3			3	3		2	2	2	2	1	1	1			24
Mariupol - WP4, WP5	4	3		3			3	2		2	2	2	1	1	1			24
Dnipropetrovsk - WP5	1						3	2	2		2	2	1	1	1			15
Alma Ata - WP4, WP5	4	3	3				3	2	2	2		2				1		22
Astana - WP4, WP5	4	3	3	3	3	3	3	2	2	2	2		1	1	1		1	34
Total persons	26	16	16	13	10	13	36	25	25	25	25	25	11	11	8	4	5	**294**

Project budget



Total budget

815 296 EUR



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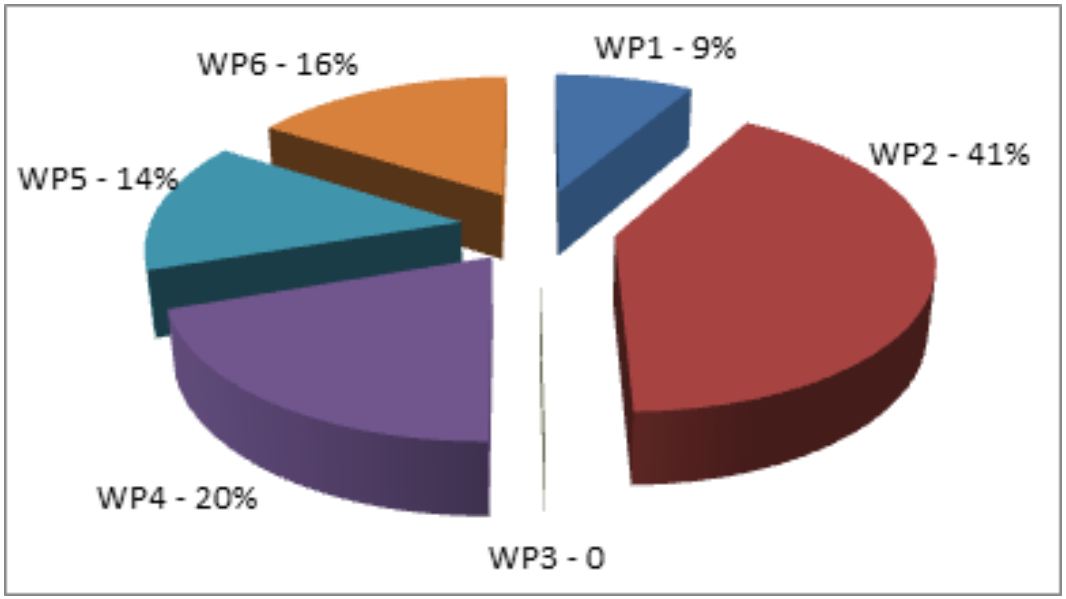
Project budget by work packages



Work Package and category	Title
WP1 Preparation	The overview of EU&PC QA policy strategy on national and institutional levels
WP2 Development	QA strategy & policy development
WP3 Capacity building	Implementation of internal QA systems
WP4 Quality plan	Quality Assurance
WP5 Dissemination & exploitation	Dissemination and exploitation strategy
WP6 Management	Project Management

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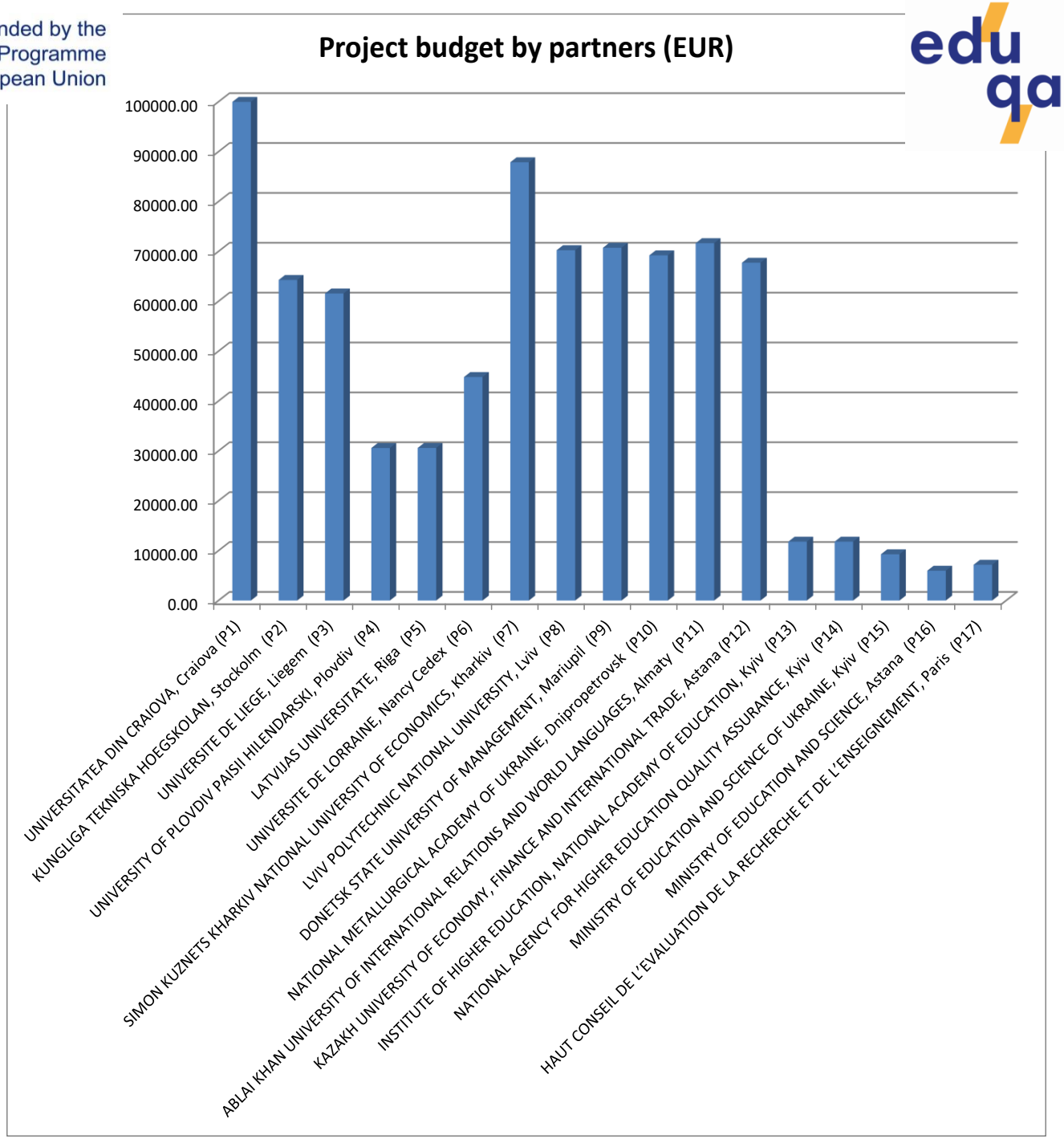

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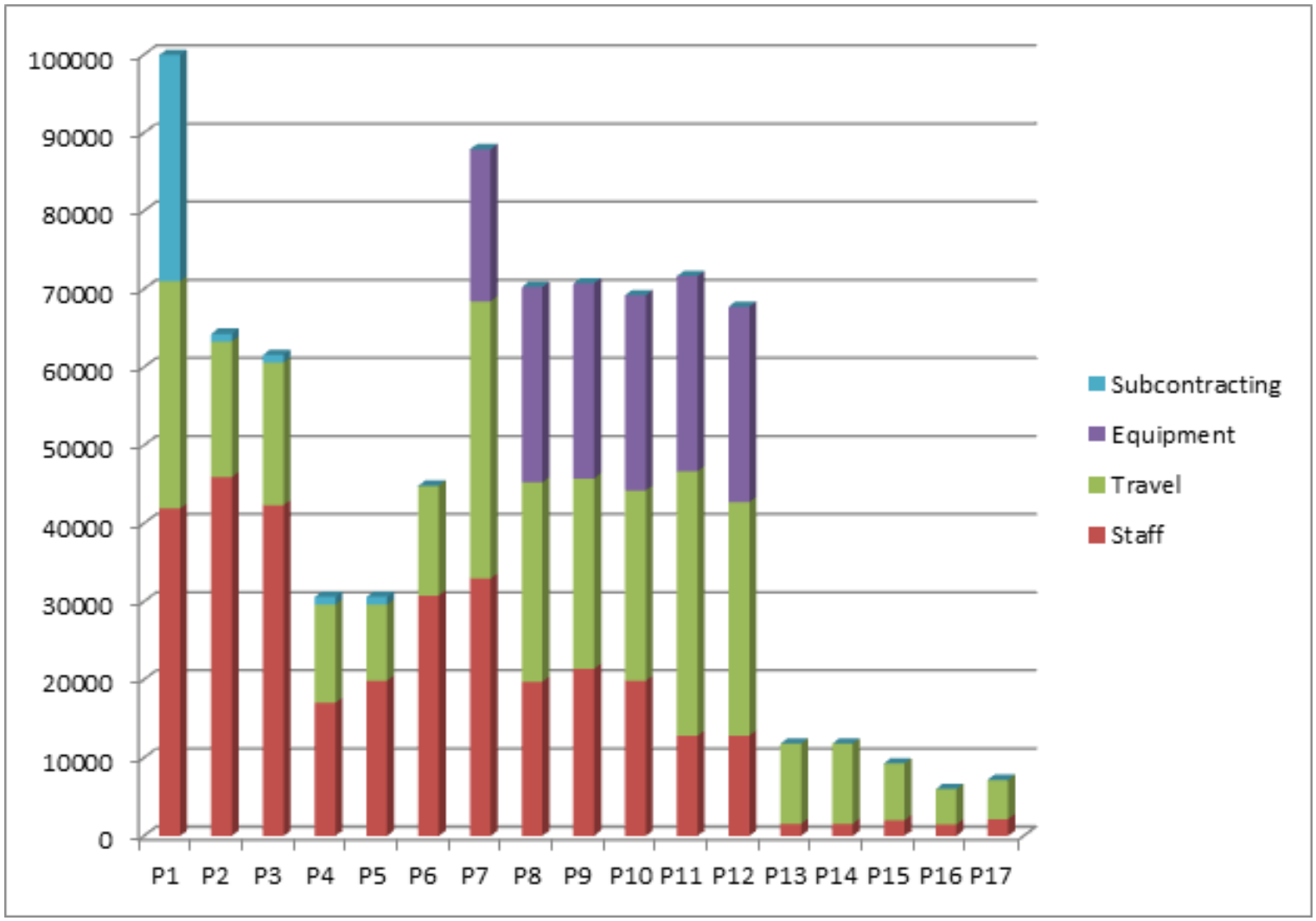
Structure of Project budget by partners (EUR)



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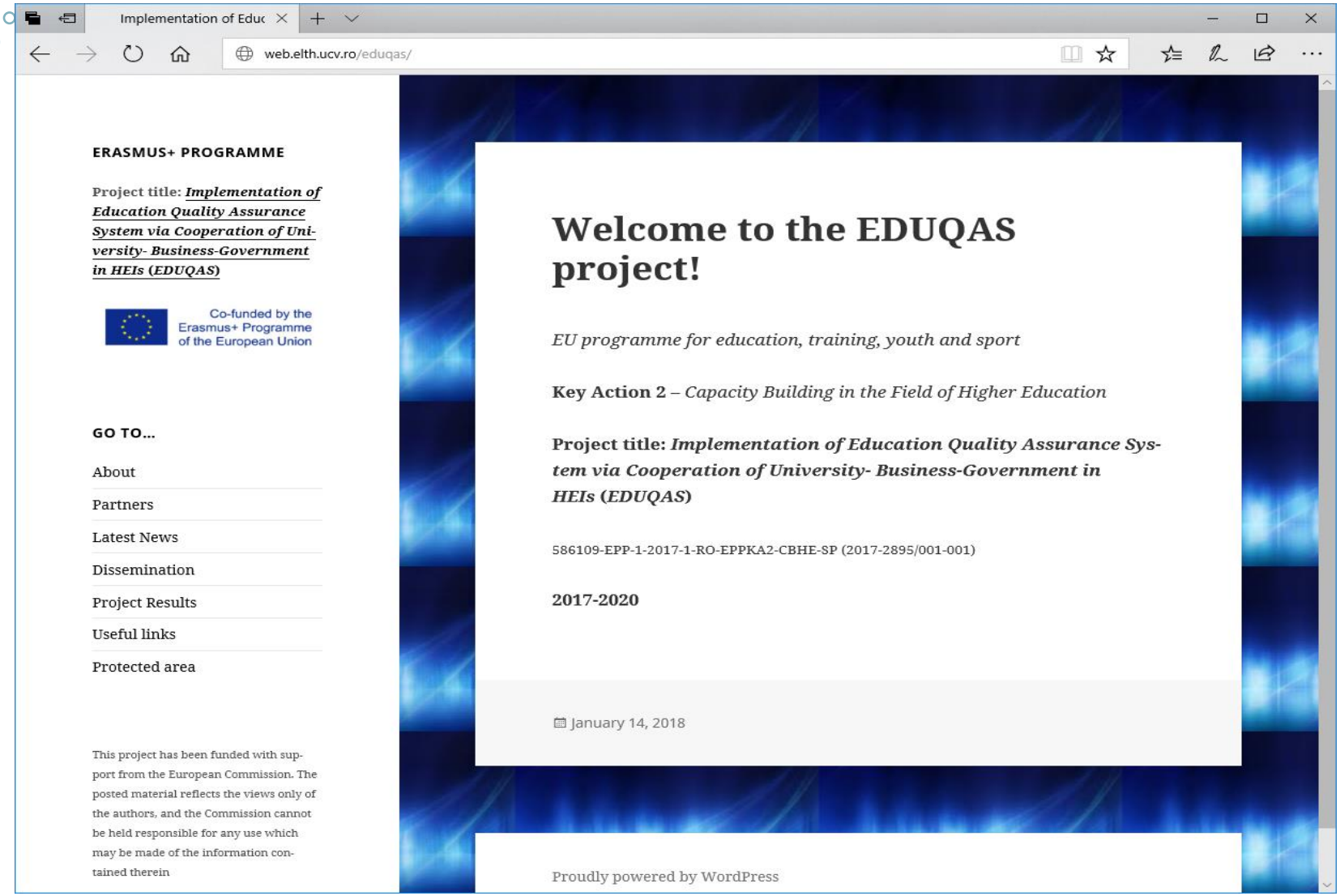
Project website

http://web.elth.ucv.ro/eduqas



DETAILED WORKPLAN

LOGICAL FRAMEWORK MATRIX – LFM

Wider Objective: *What is the overall broader objective, to which the project will contribute?* • to improve education QA systems through develop. of efficient internal quality standards leading to better employability of students in PC HEI	***Indicators of progress:*** *What are the key indicators related to the wider objective?* • Developed QA infrastructure; • set of internal standards& guidelines for program evaluation; • Documents & reports adopted	***How indicators will be measured:*** *What are the sources of information on these indicators?* • QA units • Project web-site • Institution reports and records • QA documents & regulations	
Specific Project Objective/s: *What are the specific objectives, which the project shall achieve?* • to establish QA unit for QA & program evaluation • to provide internal QA guidelines & procedures • to build capacity of teaching & non-teaching staff involved in QA cycle	**Indicators of progress:** *What are the quantitative and qualitative indicators showing whether and to what extent the project's specific objectives are achieved?* • 6 QA units established in PC HEIs • 12 progr. improved in PC HEIs • 6 trainings: 36 academic staff from each PC trained, 36 QA specialists from each PC trained	**How indicators will be measured:** *What are the sources of information that exist and can be collected? What are the methods required to get this information?* • 6 QA new organizational structures • 2 PC HEIs QA standards&guidelines • 6 training programs& certification • reports/feedbacks	**Assumptions & risks:** *What are the factors and conditions not under the direct control of the project, which are necessary to achieve these objectives? What risks have to be considered?* • Commitment of HEIs administration • Lack of English lang. skills PC univ. staff • Delays in access to funding
Outputs (tangible) and Outcomes (intangible): • *Please provide the list of concrete DELIVERABLES - outputs/outcomes (**grouped in Workpackages**), leading to the specific objective/s.:* WP1. Overview of EU&PC; proposals of standards; QA special. training; project web site. WP2. QA strategy, policy&procedures; staff training; program development; regulations of students "life cycle".WP3.QA units launch; new equipment purchase; expert network development; pilot progr.assessm.WP4Evaluation plan; quality internal&external reports. WP 5. Dissem.&sustain. plan; project web-site; dissem.events; web-site devel. WP6. Project mngt board & reports; financial reports; QA unit mngt.	**Indicators of progress:** *What are the indicators to measure whether and to what extent the project achieves the envisaged results and effects?* • 2 joint evidence reports; • 6 surveys on EU QA systems/models • 36 QA specialists trained; • project web-site hosting. • 6 QA strateg. established; QA policy&criteria developed; 36 staff from each PC trained, 12 program. improved, 2 regulations of students study "life-cycle" at each PC enhanced • 6 QA units; new equip.purchased, 12 pilot programs assessed in 6 PC HEIs. • Evaluation plan &assessm. results • dissem. plan; 20+ D&S activities in each QA unit, 2 intern. confer.; video • management & financial reports.	**How indicators will be measured:** *What are the sources of information on these indicators?* • Analytical reports; minutes of meetings; overview & articles on QA at HEI; web-site statistics. • Standards proposals; strategy & policy papers; handbooks; programs descriptions; • Training materials • internal documents on new QA unit for each PC; invoices for equipment; progr.evaluation reports. • int./ext. evaluation plan & reports. • dissem. events; events' reports; project web-site statistics; dissem. materials & publications. • project handbook & progress report. • external audit.	**Assumptions & risks:** *What external factors and conditions must be realised to obtain the expected outcomes and results on schedule?* • Awareness of Ministries& university mngt. to support QA devel. • EU partners sufficient. domain experience. • Motivation of academic, administration & research staff to improve the quality. • Business ready to participate in quality evaluation. • SC& the Coordinator are experienced in problem solving. • Risks: • Inertia of stakeholders • insufficient commitment of HEIs mngt.

Activities: *What are the key activities to be carried out (**grouped in Workpackages**) and in what sequence in order to produce the expected results?*	***Inputs:*** *What inputs are required to implement these activities, e.g. staff time, equipment, mobilities, publications etc.?*		**Assumptions, risks and pre-conditions:** *What pre-conditions are required before the project starts? What conditions outside the project's direct control have to be present for the implementation of the planned activities?*
• WP1. Preparation 1.1. Analyse QA systems in EU&PC. 1.2. Train QA specialists. 1.3. Launch project web-site. • WP2. Project development • 2.1.Develop QA strategy & policy.2.2. Design program development. 2.3. Train academic/teaching staff. 2.4. Improve regulations of students study "life-cycle". • WP3. Capacity building. • PC. 3.1.Purchase new equipment. 3.2. Identify & update tools for QA. 3.3.Launch QA units in PC.3.4. Develop expert partnership network. 3.5. Pilot internal assessment of programs. • WP4. Quality assurance. • 4.1. Develop evaluation program. 4.2. Internal & external evaluation reports. • WP5.Dissemination and Exploitation. • 5.1. Create strategy & plan for project dissemination & sustainability. 5.2. Develop web-site. 5.3. Organize dissemination events. • WP6. Project management. 6.1.Coordination & operational mngt.6.2. Financial mngt & control. 6.3. Manage QA unit. External audit.	• WP1:Staff: 79 days(d) P1, 29d P2, 24d P3, 62d P4, 49d P5, 22d P6, 48d P7, 62d P8, 48d P9, 41d P10-P12; Mobility: 28 flows(av.6 d) • WP2&WP3: Staff: 249d P1, 81d P2,114d P3, 115d P4, 184d P5, 73d P6, 202d P7, 137d P8, 162d P9, 137d P10-P12, 8d P13-P14; 5d P16-P17 Mobility: 49 flows (av.6 d) Equipment: P7,P8,P9,P10,P11,P12, subcontract • WP4: Staff: 205d P1, 103d P2, 83d P3, 98d P4, 99d P5, 62d P6, 107d P7, 49d P8, 58d P9, 49d P10-P12, 10d P13-P16; 5d P17 Mobility:65 flows (av.6 d) • WP5: Staff: 49d P1, 93d P7, 58d P8, 58d P9, 77d P10; 48 d P11-P12; 10d P13-P16 Mobility:76 flows (av.6 d), subcontract • WP6: Staff: 301d P1, 26d P2, 26d P3, 31d P4, 33d P5, 23d P6, 112d P7, 27d P8, 31d P9, 27d P10-P12; Mobility: 76 flows (av.4 d), subcontract		• Interest of society in project activities • Commitment of university management for full application of the ESG in PC HEIs and support for developing quality • openness of teaching &non-teaching staff for changes and innovations • Motivation of (academic and non-academic) university staff for additional work and training • readiness of external stakeholders to collaborate with project consortium members • existence of networking and exchange between business, university and public authorities • Risks: • Delays in funding • Poor communication between participants • Partners universities management change

WORKPLAN

LEGEND:
Activity carried out in the Programme Country: = (E.g. activity in France for two weeks in the first month of the project 2= under M1)
Activity carried out in the Partner Country (ies): **X** (E.g., activity in Tunisia for three weeks in the second month of the project: 3X under M2)

WORKPLAN for project year 1

Activities		Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref.nr/ Sub-ref nr	Title													
WP 1/1	Analyse QA systems in EU&PC	8	1x	1=		1x	1x	1=		1=		1=	1x	
WP 1/2	Train PC QA specialists	3			1=				1=		1=			
WP1/3	Launch project web-site	8		2=	2=	2=	2X							
WP 2/1	Develop QA strategy & policy	5				1x	1x	1x	1x	1x				
WP 2/2	Design program development	5							1x	2x	1x	1=		
WP 2/4	Improve regulations of students study “life-cycle”	4										1x	2x	1x
WP 3/1	Purchase new equipment	4								2x	2x			
WP 3/2	Identify&upgrade tools for QA& data collection	3										1x	1x	1x
WP 3/3	Launch QA units in PC	1												1x
WP3/4	Develop expert partnership network	10			1=	1x	1x	1x	1=	1x	1=	1x	1x	1x
WP 4/1	Develop evaluation program	2					1=	1x						
WP 4/2	Internal&external evaluation	7						1=	1x	1=	1x	1=	1x	1x
WP 5/1	Create strategy & plan for project dissem. & sustain	3		1x	1x	1x								
WP 5/2	Content management of project web-site	6							1x	1x	1x	1x	1x	1x
WP5/3	Organize dissemination events	12	1=	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x
WP6/1	Coordination & operational management	12	1=	1=	1x	1=	1x	1x	1=	1x	1=	1x	1x	1=
WP6/2	Financial management & control	9	1=		1=		1x		1=	1=	1=	1x	1=	1x
WP6/3	Manage QA unit	1												1x

WORKPLAN for project year 2

Activities		Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref.nr/ Sub-ref nr	Title													
WP 1/1	Analyse QA systems in EU&PC	0												
WP 1/2	Train PC QA specialists	0												
WP1/3	Launch project web-site	0												
WP 2/1	Develop QA strategy & policy	0												
WP 2/2	Design program development	11		1x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x
WP 2/3	Train academic staff	3		1=				1=		1=				
WP 2/4	Improve regulations of students study “life-cycle”	0												
WP 3/1	Purchase new equipment	0												
WP 3/2	Identify&upgrade tools for QA& data collection	1	1x											
WP 3/3	Launch QA units in PC	1	1x											
WP3/4	Develop expert partnership network	12	1x	1=	1x	1x	1x	1=	1x	1=	1x	1x	1x	1x
WP 3/5	Pilot internal assessment of programs	11		1x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x
WP 4/1	Develop evaluation program	0												
WP 4/2	Internal&external evaluation	12	1x	1x	1=	1x	1x	1x	1x	1x	1x	1x	1x	1x
WP 5/1	Create strategy & plan for project dissem.&sustain.	0												
WP 5/2	Content management of project web-site	12	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1=	1x
WP5/3	Organize dissemination events	12	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x
WP6/1	Coordination & operational management	12	1=	1=	1x	1x	1=	1=	1x	1x	1=	1=	1x	1x
WP6/2	Financial management & control	9	1=	1x	1=			1=	1=	1x	1=		1x	1=
WP6/3	Manage QA unit	12	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x

WORKPLAN for project year 3

Activities		Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref.nr/ Sub-ref nr	Title													
WP 1/1	Analyse QA systems in EU&PC	0												
WP 1/2	Train PC QA specialists	0												
WP1/3	Launch project web-site	0												
WP 2/1	Develop QA strategy & policy	0												
WP 2/2	Design program development	0												
WP 2/3	Train academic staff	0												
WP 2/4	Improve regulations of students study “life-cycle”	0												
WP 3/1	Purchase new equipment	0												
WP 3/2	Identify&upgrade tools for QA&data collection													
WP 3/3	Launch QA units in PC	0												
WP3/4	Develop expert partnership network	12	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1=
WP 3/5	Pilot internal assessment of programs	8	1x	1x	1x	1x	1x	1x	1x	1x				
WP 4/1	Develop evaluation program	0												
WP 4/2	Internal&external evaluation	12	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x
WP 5/1	Create strategy & plan for project dissem. & sustain	0												
WP 5/2	Content management of project web-site	12	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x
WP5/3	Organize dissemination events	12	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x
WP6/1	Coordination & operational management	12	1x	1=	1x	1=	1x	1=	1x	1=	1x	1x	1=	1=
WP6/2	Financial management & control	10	1x	1=	1x	1=	1x	1x	1=			1x	1=	1=
WP6/3	Manage QA unit	12	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x

PART H - Work packages

H.1. Description of work packages, outcomes and activities

Work package type and ref.nr	PREPARATION		1
Title	The overview of EU&PC QA policy strategy on national and institutional levels		
Related assumptions and risks	1. Commitment of EU to share experience & knowledge. 2. PCs' motivation and openness for innovation.		
Description	EU HEIs are forced to provide high quality educational services to compete on the global market. QA has become a strategically important phenomenon for any EU HEI. Within global competitiveness, PC& EU countries are concerned about higher education institutions performance in the knowledge sector, particularly in research, education and innovation (the knowledge triangle), and intend to design the international quality assurance systems. While PCs have the necessary knowledge and research, it fails to transfer them to innovation and improving productivity and economic growth. One way to solve the problem is to design the QA systems in PC HEIs to improve the level of quality assurance. The overview of the performance of the EU HEIs in the field of quality assurance system design is aimed to examine the European quality assurance standards and criteria for higher education, EU QA policy strategy and implementation on national and institutional levels, the EU HEIs' QA system qualitative analyses, techniques for training QA staff. Experience of teamwork in previous QA projects will support realization of WP tasks.		
Tasks	1.1. To analyse the event mapping and the EU & PC documents on the QA policy strategy and implementation on national and institutional levels (P1-P12) 1.2. To train the PC QA managers QA systems, procedures, processes and actions intended to improve their techniques in the following spheres of QA HEIs' systems as: quality achievement, quality maintenance, quality monitoring and quality enhancement.(P1, P2, P4,P7-P17) 1.3. To launch QA project web-site to meet the needs of PC on the basis of usability, customization, openness, and transparency. (P1, P4&P8)		
Estimated Start Date (dd-mm-yyyy)	1	**Estimated End Date (dd-mm-yyyy)**	11
Lead Organisation	P4/P8		
Participating Organisation	P1-P17		

Deliverables/results/outcomes

Expected Deliverable/Results/	Work Package and Outcome ref.nr	1.1.

Outcomes	Title	EU&PC QA systems analyzed	
	Type	☐ Teaching material ☐ Learning material ☐ Training material	☐ Event ☒ Report ☐ Service/Product
	Description	Analysis will be conducted to better understand the particularities of each EU HEI context. This will result in 2 evidence reports (EU and PC) and 6 QA surveys that will summarize a number of case studies from EU HEIs. The report will contain detailed analysis of documents, procedures and achieve the tasks of the overview. Tasks: 1. To analyze QA policy and "Standards and Guidelines for Quality Assurance in the European Higher Education Area" 2.To review how EU HEIs implement the QA policy requirements on European, national, and institutional levels. 3. To identify main challenges of the European quality assurance policy implementation in the examined EU&PC HEIs	
	Due date	Month 11	
	Languages	EN	
Target groups	☒ Teaching staff ☐ Students ☐ Trainees ☒ Administrative staff ☐ Technical staff ☐ Librarians ☐ Other		
	If you selected 'Other', please identify these target groups. *(Max. 250 characters)*		
Dissemination level	☐ Department / Faculty ☒ Institution	☐ Local ☐ Regional	☒ National ☒ International

Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	1.2	
	Title	PC QA specialists trained	
	Type	☐ Teaching material ☐ Learning material ☒ Training material	☒ Event ☒ Report ☐ Service/Product
	Description	The Kick-off meeting with the two representatives from each PC on the following agenda: project background and purpose, project outcomes, project scope and schedule, PC roles and responsibilities, budget, consortium agreement, project tools. Each representative responsible of the actions of the project will prepare a detailed plan of activities, which will be discussed and updated identifying verifiable steps within the action. Kick-off will be combined with training, dissemination and sustainability events. Administrative staff, QA managers, representatives of partners participate in 3 trainings organized and delivered by EU experts and combined with other meetings. Staff	

		trained will take part in elaboration of QA policy and guidelines, implementation of new program design, manage QA unit and pilot assessment. Tasks: 1. To conduct kick-off and 3 trainings for PC QA specialists by EU experts (P1, P4, P2). 2. To conduct dissemination and sustainability activities. 3. To conduct project coordination meeting within the frames of training. 4. To produce reports on the training and dissemination and sustainability events.
	Due date	Months 3, 7, 9
	Languages	EN
Target groups	☐ Teaching staff ☐ Students ☐ Trainees ☒ Administrative staff (2 persons from each PC) ☐ Technical staff ☐ Librarians ☐ Other	
	If you selected 'Other', please identify these target groups. *(Max. 250 characters)*	
Dissemination level	☒ Department / Faculty ☐ Local ☒ National ☒ Institution ☐ Regional ☒ International	

Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	1.3	
	Title	EDUQAS project web-site launched	
	Type	☐ Teaching material ☐ Learning material ☒ Training material	☒ Event ☒ Report ☐ Service/Product
	Description	QA project web-site is designed, hosted and tested for PC interaction, cooperation, data and findings sharing. The web-site will be used for sharing experience/results/progress of project implementation and for dissemination purposes. The site will be available in English, Ukrainian and Kazakh to raise awareness about project achievements and results among a wider society of PCs and EU. Tasks: 1. Web-site design development by technical staff 2. Web-site initial content formulation. 3. Web-site development by IT specialists. 4. Web-site beta-release and approval by the SC. 5. Web-site launching. P1, P4&P8 will be responsible for web-site design.	
	Due date	Month 5	
	Languages	EN, UA, KZ	
Target groups	☒ Teaching staff		

	☒ Students ☒ Trainees ☒ Administrative staff ☒ Technical staff ☐ Librarians ☒ Other
	If you selected 'Other', please identify these target groups. *(Max. 250 characters)* University management, stakeholders, business, local authorities, Government
Dissemination level	☒ Department / Faculty ☒ Local ☒ National ☒ Institution ☒ Regional ☒ International

Work package type and ref.nr	**DEVELOPMENT**	**2**
Title	QA strategy & policy development	
Related assumptions and risks	1. Local/regional/national authorities, business, university management and students ready to support enhancement of QA policy and strategy 2. Social community ready to cooperate in design new programs Risk : 1.Poor academic quality assurance culture in universities of PCs	
Description	QA strategy is to design the national quality assurance systems up to the European standards. QA strategy are based on the HEI' s missions and aims, and the unified, well-defined and documented notion of quality. QA system will be assisted by the development and implementation of QA standards and its methodology in the practice of HEIs through the coaching system for staff and students. The developed QA system should be transparent, easy to apply, available for the stakeholders. It provides the tools of gaining assessment competence and assessment culture for the HEI's staff proficiency, teaching performance and improve the employability of HEIs' graduates at the European and global labor market. A work group will be formed in each PC to conduct fact-finding and develop a QA framework for both HEIs and QA agencies. Investigations will be carried out based on the current practices and procedures underpinning the assessment of QA standards in PC and EU partners. These will result in 6 QA strategies that will be specific for each PC HEI. A standard research methodology will allow to conduct a comparative analysis of standards and procedures from each partner and the key findings of the case studies will be produced. The methods for study will be a mix of desk research, interviews, observations and review of processes and procedures. The summary will be produced identifying the areas of good practice as well as the issues and areas for enhancement. Risk 1 will be overcome by training of academic staff according to good EU practices.	
Tasks	2.1. Develop QA strategy & policy (P1-P17). 2.2. Develop QA principles of program design (P1-P17). 2.3. Train academic staff (P3,P5,P6, P7-P17). 2.4. Improve students' "life-cycle" assessments (P1-P12).	

Estimated Start Date (dd-mm-yyyy)	Month 4	**Estimated End Date (dd-mm-yyyy)**	Month 24
Lead Organisation	P3/P7		
Participating Organisation	P1-P17		

Deliverables/results/outcomes

Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	2.1.	
	Title	PC QA policies and strategies developed	
	Type	☐ Teaching material ☐ Learning material ☐ Training material	☐ Event ☒ Report ☒ Service/Product
	Description	The QA policy will outline the following: QA management (who is in charge of what procedures; who is responsible for what; whom the person or HEI reports to); the defined tasks and functions of all procedures; the monitoring of the implementation of QA system procedures; training academic staff; correction and prevention of actions to adhere to the procedures if they failed; means of communication and feedback to improve implementation; resources; The next stage will be to create a "QA Standards and Procedures Guidelines" for HEIs and external quality assurance agencies. The Guidelines will the best European practices which will be adaptable to different contexts and regulatory frameworks in PC HEIs. The Guidelines will describe a workflow and approval-process which could be tailored to meet the needs of HEIs working in different contexts and environments it will be supported by the case studies. The Guidelines will comprise of the standards, indicators, QA mechanisms, procedures for the external and internal QA at an institutional and academic programme level.	
	Due date	Month 8	
	Languages	EN, UA, KZ	
Target groups	☒ Teaching staff ☒ Students ☐ Trainees ☒ Administrative staff ☐ Technical staff ☐ Librarians ☒ Other		
	If you selected 'Other', please identify these target groups. *(Max. 250 characters)* *Associated partners, business representatives, NGOs, public authorities*		

Dissemination level	☒ Department / Faculty ☒ Institution	☒ Local ☒ Regional	☒ National ☐ International

Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	2.2.	
	Title	Program design	
	Type	☐ Teaching material ☐ Learning material ☐ Training material	☐ Event ☒ Report ☒ Service/Product
	Description	QA enhancement as a formative approach is aimed at promoting future performance rather than making evaluation on past performance. The criteria and procedures used are intended to strengthen the conditions, motivations, scope and level of information of HEIs towards quality improvement. Procedures lead towards the specification of quality according to goals and criteria that are internal or may be made internal by the institutions. QA enhancement approach to program design will be regarded as the unified and integrated method of checking up on how well the system is being adhered; a method of preventing and correcting errors of the program design; method of modifying/or improving/ or liquidating the out of date QA systems and program designs Tasks of program design to establish stakeholders' requirements; to work out the appropriate procedures; to train academic staff; to check the implementation of the procedures; to prevent actions aimed at avoiding future mistakes or corrective actions. 2 programs from each PC HEIs will be improved.	
	Due date	24 month	
	Languages	EN, UA, KZ	
Target groups	☒ Teaching staff ☒ Students ☐ Trainees ☒ Administrative staff ☐ Technical staff ☐ Librarians ☒ Other		
	If you selected 'Other', please identify these target groups. *(Max. 250 characters)* *Associated partners, representatives of business, Ministries of Education and Science*		
Dissemination level	☒ Department / Faculty ☒ Institution	☒ Local ☒ Regional	☒ National ☐ International

Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	2.3.
	Title	Academic staff trained

	Type	☐ Teaching material ☐ Learning material ☒ Training material	☒ Event ☒ Report ☐ Service/Product
	Description	Teaching & research staff will participate in 3 trainings organized and delivered by EU specialists in the field. Based on the QA policy&strategy reports and PC specific needs, one of 3 trainings will be developed by the Steering Committee for PC HEIs, QA bodies and Ministries capacity building. Once a training kit is complete this training will be organized by P6 together with HCERES (P17). These trainings will be combined with dissemination and sustainability activities as well as will develop expert network for implementation of deliverable 3.4 (expert network developed). The 3 trainings will be combined with project meeting. During the trainings and dissemination events project internal evaluation will take place and feedback will be collected. Reports on the results of the trainings and D&S activities will be produced. Tasks: 1. To organize 3 trainings for 36 PC academic staff by EU experts (P3, P5,P6, P17). 2. To provide dissemination/sustainability activities. 3. To organize project coordination meeting. 4. To produce the reports on the trainings and D&S activities.	
	Due date	Month 20	
	Languages	EN	
Target groups	☒ Teaching staff ☐ Students ☐ Trainees ☒ Administrative staff ☐ Technical staff ☐ Librarians ☐ Other		
	If you selected 'Other', please identify these target groups. *(Max. 250 characters)*		
Dissemination level	☐ Department / Faculty ☒ Institution	☐ Local ☐ Regional	☒ National ☒ International

Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	2.4.	
	Title	Regulations of student “life-cycle” improved	
	Type	☒ Teaching material ☐ Learning material ☐ Training material	☒ Event ☒ Report ☐ Service/Product
	Description	Students’ life cycle assessment is used to evaluate the quality of teaching and learning up to “the knowledge triangle”: research, education and innovation. The QA system gives the tools and mechanisms to design the programs where the subject matter is driven by the latest	

		knowledge and research. Students' life cycle assessment will assist teachers to choose the teaching techniques to encourage students to develop academic literacy and both subject specific and generic skills which can be applied in the labor market as well as students' awareness of the subject research within and beyond the university including internationally. The students' assessment and achievements must be globally connected, as a consequence, it enables students to develop an understanding of how their subject is viewed, pursued and how the students' achievements can be assessed in different parts of the world and it provides the grounds for students' competitiveness as future specialist.
	Due date	Month 12
	Languages	EN, UA, KZ
Target groups	☒ Teaching staff ☒ Students ☐ Trainees ☒ Administrative staff ☐ Technical staff ☐ Librarians ☒ Other	
	If you selected 'Other', please identify these target groups. *(Max. 250 characters)* University management, stakeholders, business, local authorities, Ministry of Education and Science	
Dissemination level	☒ Department / Faculty ☒ Institution	☒ Local ☒ Regional ☒ National ☐ International

Work package type and ref.nr	**CAPACITY BUILDING**	**3**
Title	Implementation of internal QA systems	
Related assumptions and risks	1. Commitment of university management for full application of the ESG in PC HEIs and support for developing quality 2. Openness of teaching &non-teaching staff for changes and innovations R.: 1. Lack of English language skills PC HEIs QA& academic staff. 2. Poor expert networking and exchange between business, university and public authorities.	
Description	Within this WP 6 QA units will be created: 4 in Ukraine and 2 in Kazakhstan. Equipment and software needed for data collection& evaluation process will be assessed and purchased. Documents will be created and approved at institutional level thus 6 QA units will be established as structural units of PC universities. Equipment will be purchased within the project. It is expected to create and pilot program evaluation, 2 programs will be assessed at each PC university. Internal QA model will be tested for the future external evaluation by national PC QA agencies. The findings and outcomes of the project will speed up the implementation of the QA system in different regions of Ukraine and Kazakhstan as well as tailor the PCs QA agency requirement to the European standards. The project will	

	encourage the HEIs' staff to cooperate for QA system and culture improvement, consequently, it will create a social, educational and academic network for transparent QA system provision and corruption prevention. English language course for PC HEIs staff will allow to avoid risk 1. Risk 2 of WP will be overcome the development of expert networking between universities and associated partners, business, public sector in order to ensure successful operation of the units and disseminate project results.		
Tasks	3.1.Purchase new equipment (P7-P12). 3.2. Identify&Update tools for QA & data collection(P7-P12). 3.3. Launch PC QA units (P7-P12). 3.4. Develop expert network (P1-P17). 3.5. Pilot program internal assessment (P7-P12).		
Estimated Start Date (dd-mm-yyyy)	Month 8	**Estimated End Date (dd-mm-yyyy)**	36
Lead Organisation	P5/P9		
Participating Organisation	P1-P17		

Deliverables/results/outcomes

Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	3.1.	
	Title	New equipment purchased	
	Type	☐ Teaching material ☐ Learning material ☐ Training material	☐ Event ☒ Report ☒ Service/Product
	Description	Equipment will be purchased within the project. It is expected that QA units will be able to make use of the high-technology equipment which for some reason is impossible to install at the units. All equipment will be energy-saving, friendly for environment and low carbon. In order to determine the best price open tender will be organized in each PC HEI. To fulfill this task it is necessary: 1) Analyse equipment needs; 2) Organisation of open tender. 3) Purchase necessary equipment; 4) Install & test equipment; 5) Delivering of all necessary documents, photo and reports. 6) Train technical staff in equipment operation and maintenance. These activities are performed by PC project team (P7-P12) including academic staff, IT experts, trainers etc.	
	Due date	Month 10	
	Languages	UA, KZ	
Target groups	☒ Teaching staff ☐ Students ☐ Trainees ☒ Administrative staff ☒ Technical staff ☐ Librarians		

	☐ Other
	If you selected 'Other', please identify these target groups. *(Max. 250 characters)*
Dissemination level	☐ Department / Faculty ☐ Local ☐ National ☒ Institution ☐ Regional ☐ International

Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	3.2.	
	Title	QA tools identified and updated	
	Type	☐ Teaching material ☐ Learning material ☐ Training material	☐ Event ☒ Report ☒ Service/Product
	Description	Identify the QA tools it is necessary to measure the outcomes and results of QA system implementation process. QA tools will give the institutional management greater responsibility both for collecting, analyzing and using relevant information for the effective management of their educational programs and other activities to extend the range of their self-knowledge and to access possible ways of improving their own performance and for providing the pubic with the accurate, impartial, objective, accessible, quality-related information. To fulfill this task it is necessary: 1.Analyse existing QA tools; 2. Identify relevant tools for PC HEIs; 3. Upgrade and test QA tools; These activities are performed by PC project team (P7-P12) including academic staff, QA experts, trainers etc.	
	Due date	Month 13	
	Languages	UA, KZ	
Target groups	☒ Teaching staff ☐ Students ☐ Trainees ☒ Administrative staff ☐ Technical staff ☐ Librarians ☐ Other		
	If you selected 'Other', please identify these target groups. *(Max. 250 characters)*		
Dissemination level	☐ Department / Faculty ☐ Local ☐ National ☒ Institution ☐ Regional ☐ International		

Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	3.3.	
	Title	QA units launched	
	Type	☐ Teaching material ☐ Learning material	☒ Event ☒ Report

		☐ Training material	☒ Service/Product
	Description	QA unit launch relies on three phases as follows: Phase I. Project first year will be dedicated to depth-in analyses of PC HEIs QA system failures and to building institutional capacities of PC HEIs. Phase II – will be devoted to conceptualization and formulation of QA policies and procedures for program design and quality assurance. This phase will entail greatest involvement of university stakeholders, students, business through improvement of students' study "life cycle". Purchase of necessary equipment is envisioned in year 1. Phase III - starting from last month of first year and second year the project will mostly focus on launch of structural measures, development and operationalisation of internal QA units. Newly established QA units will organise piloting previously developed policies, procedures and structures through preparation of internal evaluation of selected programs. The project team will draw up the schedule of training sessions and work out the governing principles of evaluation methods, techniques, formats, topics, resources.	
	Due date	Month 13	
	Languages	UA, KZ	
Target groups	☒ Teaching staff ☐ Students ☐ Trainees ☒ Administrative staff ☐ Technical staff ☐ Librarians ☐ Other		
	If you selected 'Other', please identify these target groups. *(Max. 250 characters)*		
Dissemination level	☒ Department / Faculty ☒ Institution	☒ Local ☐ Regional	☒ National ☐ International

Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	3.4.	
	Title	Expert network developed	
	Type	☐ Teaching material ☐ Learning material ☒ Training material	☒ Event ☒ Report ☐ Service/Product
	Description	QA expert network will be created between EU&PC universities, national QA agencies, associated partners, business and local/national authorities in order to ensure successful operation of QA units. The EU partners have a wide experience in promoting quality culture, which will be useful for the PCs. It is therefore advisable to develop	

		further contacts with the EU partners having similar QA organizational structures. English language courses for PC HEIs staff will be organized to overcome Risk 1.
	Due date	Month 36
	Languages	UA, KZ, EN
Target groups	☒ Teaching staff ☐ Students ☐ Trainees ☒ Administrative staff ☐ Technical staff ☐ Librarians ☒ Other	
	If you selected 'Other', please identify these target groups. *(Max. 250 characters)* *Universities, associated partners, business*	
Dissemination level	☐ Department / Faculty ☒ Institution	☐ Local ☒ Regional ☒ National ☒ International

Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	3.5.	
	Title	Pilot program internal assessment	
	Type	☐ Teaching material ☐ Learning material ☐ Training material	☒ Event ☒ Report ☒ Service/Product
	Description	Pilot program internal assessment aimed at testing QA units capacity on the basis of new QA standards, guidelines & procedures. It is expected to involve students into practical activity on the bases of partnership with EU & PC QA agencies. 2 programs (BSc and MSc) will be piloted at each of 6PC QA units to test quality of teaching, learning, and competence gained. Pilot BSc program evaluation will be provided at second year of the project at all PC universities. Pilot MSc program evaluation will be provided at third year of the project at all PC universities. Each PC University will choose a program to evaluate according to its specific needs and objectives. Project partners will organise conferences & professional workshops on QA subjects.	
	Due date	Month 32	
	Languages	UA, KZ	
Target groups	☒ Teaching staff ☒ Students ☐ Trainees ☒ Administrative staff ☐ Technical staff ☐ Librarians ☒ Other		

	If you selected 'Other', please identify these target groups. *(Max. 250 characters)* *Associated partners, business community*
Dissemination level	☒ Department / Faculty ☒ Local ☐ National ☒ Institution ☐ Regional ☐ International

Work package type and ref.nr	**QUALITY PLAN**		**4**
Title	Quality Assurance		
Related assumptions and risks	1. Local/regional/national authorities support innovative development; 2. The SC and the Coordinator are experienced in problem solving; 3. Partners ready to cooperate timely.		
Description	Evaluation of project implementation will be multilayer and include external and internal control as well as constant evaluation of feedback obtained from students, trainers, trainees, staff, teachers, experts etc. Quality plan will be formulated during the fifth and sixth month by the Steering Committee (SC). The SC will be responsible for the compliance of the activities and their results with the project goal, project working and quality plans. The SC will meet every 6 months during the project meetings or more often, if needed, via skype, and evaluate all the project results and activities conducted so far. The SC will consist of the project coordinator and a representative from each project participant. The SC will also check the quality plan implementation and correlation between the activities conducted and those listed in the working plan. SC will also evaluate the content of training materials; training courses for administration and teachers; dissemination and sustainability actions. The SC will produce recommendations for problem solving for each participant. External evaluation conducted by students, trainees, representatives of business and Ministries of Education and Science of PC who participate in the project activities and all interested stakeholders. Feedback obtained and analysed, the SC provides recommendations if needed. N.Asmatullayeva (P11)&D.Ahmed-Zaki (P16), G.Novosad (P16), S. Kalashnikova (P13), Y.Rashkevich (P8), I.Sikorskaya (P9), V.Shatokha (P10)&I.Zolotaryova (P7) as Members of Kazakh&Ukrainian Higher Education Reform Experts Teams will actively contribute to the project implementation and dissemination of project results.		
Tasks	1. To develop the Quality Plan of project realisation (P2&P9). 2. To develop the system of internal and external project evaluation (P1-P17)		
Estimated Start Date (dd-mm-yyyy)	Month 5	**Estimated End Date (dd-mm-yyyy)**	Month 36
Lead Organisation	P2/P9		
Participating Organisation	P1-P17		

Deliverables/results/outcomes

Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	4.1.
	Title	Quality plan developed

	Type	☐ Teaching material ☐ Learning material ☐ Training material	☐ Event ☒ Report ☐ Service/Product
	Description	Quality plan developed during the third and fourth months of the project duration, verified by the SC, agreed upon by the project participants and includes: – Project progress constantly coordinated by the SC; – Quality plan serves as the indicator of progress for all the activities; – Regular evaluation of progress by the SC and external reviewers. The Quality plan will ensure that the key deliverables are achieved within the timescale. The SC will develop and adopt the Quality plan based on the following principles: objective setting and targets; planning, budgeting and resource deployment; evaluation, monitoring and performance indicators; performance review and reporting. This approach will ensure: • regular monitoring of progress due to that plan • management reporting of any deviations of the plan • appropriately scheduled involvement of management and partners during the project • established communication channels between the project management team and the rest of the consortium • continuous monitoring against requirements. According to the plan each major project event will be surveyd by the participants for checking its effectiveness and impact. Besides, each WP leader will produce a report upon its completion.	
	Due date	Month 6	
	Languages	EN, UA, KZ	
Target groups	☐ Teaching staff ☐ Students ☐ Trainees ☒ Administrative staff ☐ Technical staff ☐ Librarians ☐ Other		
	If you selected 'Other', please identify these target groups. *(Max. 250 characters)*		
Dissemination level	☐ Department / Faculty ☐ Institution	☐ Local ☐ Regional	☒ National ☒ International

Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	4.2.	
	Title	Internal and external evaluation performed	
	Type	☐ Teaching material ☐ Learning material ☐ Training material	☒ Event ☒ Report ☐ Service/Product

	Description	External evaluation conducted by students, trainees, representatives of business and industry who participate in the project activities. Feedback obtained and analysed, SC provides recommendations if needed. Organization of meetings every 6 months to analyse the reports of PC members. The SC members monitor the progress of the QA system implementation, assess the fulfillment of the procedures, the development of actions directed to correct and prevent mistakes, examine the depth-in analyses of QA system failures. Close to the end of the project the P1 will organize an external audit for factual findings on the project. Drawing on variety of reports, the P1 together with project partners will develop intermediate and final reports to EACEA.
	Due date	Month 36
	Languages	EN
Target groups	☒ Teaching staff ☒ Students ☐ Trainees ☒ Administrative staff ☐ Technical staff ☐ Librarians ☒ Other	
	If you selected 'Other', please identify these target groups. *(Max. 250 characters)* Representatives of business and industry, LLL, experts, academic staff	
Dissemination level	☐ Department / Faculty ☒ Institution	☒ Local ☐ Regional
		☐ National ☐ International

Work package type and ref.nr	**DISSEMINATION & EXPLOITATION**	**5**
Title	Dissemination and exploitation strategy	
Related assumptions and risks	1. Local/regional/national authorities, business are interested and willing to participate in the project activities ; 2. Industry lack of interest may be overcome by involving relevant authorities as associated partners.	
Description	Dissemination and exploitation strategy will be aimed to promote the objectives, progress and the project outcomes to all stakeholders. The objective of this work package is to ensure the appropriate dissemination of the project results defining in agreement with the consortium partners and effective dissemination strategy in order to maximize the results and achievements of the project throughout both academic and non-academic channels. The elaborated strategy will focus on: Specify the exploitation plans of the project aligned with the wider and specific project objectives as a whole and for each partner individually. Encourage intellectual contributions to the academic community. Establish and manage dissemination and exploitation activities according to the project plan. Actively participate in and/or organize events (workshops, seminaries) in order to	

	disseminate project results. Exploitation of the project activities will largely depend on the successful implementation of the dissemination and sustainability (D&S) activities planned. Thus, partners will be encouraged to create D&S plans for each year of the project duration. Reports on D&S activities carried out by the partners will be included submitted to the coordinator each 6 month. Each partner will have to prepare a sustainability plan that will be approved by the SC. Sustainability activities are expected to result in strong contacts with stakeholders form academic and non-academic communities, as well as make use of the networks created within the project in order to ensure project sustainability beyond its lifetime. Another major sustainability element that will be deployed throughout the project period is a series of trainings, workshops and other capacity building activities. Each project event will be disseminated via project website and all participants websites.		
Tasks	1. To develop D&S strategy for the project (P1, P7-P16). 2. To conduct D&S activities regularly throughout the project duration (P1,P7--P16). 3. To establish EU and PC network and extend it on business and industry (P1,P7-P16).		
Estimated Start Date (dd-mm-yyyy)	Month 1	**Estimated End Date (dd-mm-yyyy)**	Month 36
Lead Organisation	P1/P10		
Participating Organisation	P1, P7-P16		

Deliverables/results/outcomes

Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	5.1.	
	Title	Creating strategy and plan for project dissemination & sustainability	
	Type	☐ Teaching material ☐ Learning material ☐ Training material	☐ Event ☐ Report ☒ Service/Product
	Description	D&S strategy developed and agreed upon by the project participants and verified by the SC. To facilitate a maximum effort on and effect of dissemination from the start of the project, a broad consortium has been set up and this network includes not just a wide range of universities, but also representatives from business. For clarity reasons, a distinction is made between internal and external types of dissemination. Dissemination strategy is as follows: External dissemination: - Main communication channel will be the project website, which will be updated with news and background of the projects and reports from conferences and other events. - The conferences on QA will be used to disseminate the results of research in the field for disseminating information to other universities outside the consortium.-	

		- Publication on the development of project based education - Posters to make public aware of the project and attract stakeholders from outside to participate in it. Internal dissemination: - A general promotional campaign in the universities partners, by publishing brochures and leaflets via different social media channels. Exploitation: The consortium will collect feedback from the activities from participants and develop advisory reports to be put on the university agenda for helping them to develop their policy. The project aims to develop international network of QA agencies that will be linked to existing academic networks
	Due date	Month 4
	Languages	EN
Target groups	☒ Teaching staff ☒ Students ☒ Trainees ☒ Administrative staff ☐ Technical staff ☐ Librarians ☐ Other	
	If you selected 'Other', please identify these target groups. *(Max. 250 characters)*	
Dissemination level	☐ Department / Faculty ☒ Institution	☐ Local ☐ Regional ☒ National ☒ International

Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	5.2.	
	Title	Content management of project web site	
	Type	☐ Teaching material ☐ Learning material ☐ Training material	☐ Event ☐ Report ☒ Service/Product
	Description	One of the major tool for project dissemination activities will be creation of the project web-site as core repository of the information about the project activities. It will be the key source for information about the project's work and this will be supported by regular newsletters and press releases. News releases will also be disseminated through the local mass media. The website will have a special platform for the partners to initiate a dialogue on the issues regarding the project objectives. The links to the said web-site will be put on the web-sites of all the partners. Partners will ensure the news is instantly delivered to the target audience. Web –site will be used for project management. P7 will be responsible for content of web-site 5 years after the end of the project.	
	Due date	Month 36	

	Languages	EN, UA. KZ
Target groups	☒ Teaching staff ☒ Students ☒ Trainees ☒ Administrative staff ☒ Technical staff ☐ Librarians ☒ Other	
	If you selected 'Other', please identify these target groups. *(Max. 250 characters)* Associated partners, local authorities, Ministries and other public bodies, business, industry, wider society of PC and EU , LLL	
Dissemination level	☐ Department / Faculty ☒ Institution	☒ Local ☒ Regional ☒ National ☒ International

Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	5.3.	
	Title	Dissemination events organized	
	Type	☐ Teaching material ☐ Learning material ☐ Training material	☐ Event ☐ Report ☒ Service/Product
	Description	Partners will be encouraged to distribute information about the activities held via all possible means in the form of short news or “photo reports” via project website, local/regional/national internet sites, social networks, printed media, television etc. Stakeholders, business, investors, public bodies/industry representatives are expected to be reached via personal contact means such as conferences, seminars, brokerages, round tables etc. Partners will be encouraged to invite them to participate in the project activities wherever possible (as trainers for workshops and seminars, speakers during conferences etc). Next, the dissemination strategy includes promotional video and publication of Guidelines on QA for presentation purposes. The Guidelines will be translated and published in 500 copies in total (100 – English; 200 Ukrainian; 200-Kazakh). The Guidelines and video will be uploaded on the project website and all participants websites for wider dissemination and multiplier effect. The promotional video will be sent to all local and national TV channels. Two international conferences will be held: one in Ukraine and the other in Kazakhstan. The conferences will bring together about 150 HE stakeholders including international experts. Pre- and post-event press releases as well as participation of the mass media during the conferences will ensure broader outreach to the academic community and beyond. Each PC university will organize core dissemination event combined with evaluation visit from EU partners.	

	Due date	Month 36
	Languages	EN, KZ, UA
Target groups	☒ Teaching staff ☒ Students ☐ Trainees ☒ Administrative staff ☐ Technical staff ☐ Librarians ☒ Other	
	If you selected 'Other', please identify these target groups. *(Max. 250 characters)* Project partners, associated partners, local authorities, Ministries and other public bodies, business, industry	
Dissemination level	☐ Department / Faculty ☒ Institution	☒ Local ☒ Regional ☒ National ☒ International

Work package type and ref.nr	**MANAGEMENT**		**6**
Title	Project Management		
Related assumptions and risks	R: Interruptions in communications between participants R: Major delays in accessing the funds;		
Description	The management will be based on a strategic thinking in order to define the project measurable results. In order to ensure efficient communication among partners web and IT-technologies will be used cloud service for mutual work Dropbox.com and communication service Skype. For assuring operational project management MS Project will be used. SC will be organized during the kick-off to ensure decision-making process effective and fair within the project management. SC will include the project Coordinator and a representative from each project partner. SC will be in charge of compliance of the activities and their results with the project goal, project working and quality plans, internal quality evaluation. SC will take place every 6th month during the Project Meetings in person or every month via skype, and monitor the project implementation. The SC will ensure interaction between WP leaders in order to enhance feedback from each participant. The SC will solve any conflict situation. The Coordinator P1 will be responsible for financial management and project handbook.		
Tasks	6.1. Coordination and operation management (elaborating management strategy; Work plan, creating project handbook, Steering Committee; selecting professional team of project developers (managers, methodologists, authors of training course, trainers, evaluators, experts); providing communicational, operational project management and steering, project process planning, informing, executing and monitoring; organizing kick off, coordinating, and final meetings; elaborating project activity progress) (P1 –P12). 6.2. Financial management (financial management of project activities in EU&PC, book-keeping and reporting to the contractor) (P1). 6.3. Management of QA unit (P7-P12)		
Estimated Start Date (dd-mm-yyyy)	Month 1	**Estimated End Date (dd-mm-yyyy)**	Month 36

Lead Organisation	P1/P7
Participating Organisation	P1-P12

Deliverables/results/outcomes

Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	6.1.	
	Title	Coordination & operational management	
	Type	☐ Teaching material ☐ Learning material ☐ Training material	☒ Event ☒ Report ☐ Service/Product
	Description	Results of operational & communicational management includes: 1. The Steering committee will include Project Coordinator and representative from each project partner. 2. The SC will resolve administrative problems and consortium conflicts. 3. Project handbook includes: detailed plan and project program of works for consortium members describes of detail the duties and rights of all partners of the project. 4. Monitoring of project plan; correspondence; records of kick off, coordinating and final meetings; technical reports on project activities; individual reports (timesheet and travel); results of internal and external control	
	Due date	Month 36	
	Languages	EN	
Target groups	☐ Teaching staff ☐ Students ☐ Trainees ☒ Administrative staff ☐ Technical staff ☐ Librarians ☐ Other		
	If you selected 'Other', please identify these target groups. *(Max. 250 characters)*		
Dissemination level	☐ Department / Faculty ☒ Institution	☐ Local ☐ Regional	☒ National ☒ International

Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	6.2.	
	Title	Financial Reports	
	Type	☐ Teaching material ☐ Learning material ☐ Training material	☒ Event ☒ Report ☐ Service/Product
	Description	This deliverable will be achieved by the activity 6.2 ”Financial management”. Results of financial monitoring in this project includes: developed and evaluated financial documents; tenders documents, purchase equipment, timesheets, subcontracting, results of internal quality control of	

		management, financial reports. Financial manager will be recruited on part-time basis to conduct this activity (P1).
	Due date	Month 36
	Languages	EN
Target groups	☐ Teaching staff ☐ Students ☐ Trainees ☒ Administrative staff ☐ Technical staff ☐ Librarians ☐ Other	
	If you selected 'Other', please identify these target groups. *(Max. 250 characters)*	
Dissemination level	☐ Department / Faculty ☒ Institution	☐ Local ☐ Regional
		☐ National ☒ International

Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	6.3.	
	Title	QA unit management performed	
	Type	☐ Teaching material ☐ Learning material ☐ Training material	☒ Event ☐ Report ☒ Service/Product
	Description	This deliverable will be achieved by the activities as follows: QA unit management performed by the Head appointed at each unit by university administration from project team or staff trained during the project. The Head of unit is responsible for operations, organization pilot programs evaluation, dissemination of project activities, controls the compliance of the activities conducted with the strategy and plans, informs the coordinator and SC about all the barriers and inconveniences that may occur, communicate with the SC on regular basis. QA unit will be integrated in the organizational structure of PC universities after the end of the project.	
	Due date	Month 36	
	Languages	EN	
Target groups	☒ Teaching staff ☐ Students ☐ Trainees ☒ Administrative staff ☐ Technical staff ☐ Librarians ☐ Other		
	If you selected 'Other', please identify these target groups. *(Max. 250 characters)*		
Dissemination level	☐ Department / Faculty ☒ Institution	☒ Local ☒ Regional	☒ National ☐ International

H.2. Explanation of work package expenditures

COSTS. Costs are distributed on the basis of principles of work balance between HEIs. Each WP leader will have additional administrative staff costs for WP management. EU HEIs will have bigger part of staff costs within the frames of WP1,WP4,WP6. EU&PC Project Coordinator (P1&P7) will have additional administrative staff costs to ensure effective project management and digest of project results. WPs description:
WP1: staff, travel, costs of stay–unit costs; WP2: staff, travel, costs of stay–unit costs; WP3: staff, costs of stay–unit costs; equipment – real cost, subcontracting – real costs; WP4: staff, travel, costs of stay – unit costs; WP5: staff, travel, costs of stay – unit costs, subcontracting – real costs; WP6: staff, travel, costs of stay – unit costs; subcontracting – real costs.
TRAVEL. WP1: 1.2 Month(M)3 - Training of PC administrative personnel by EU at P1, combined with management (kick-off); M7- Training of PC administrative personnel by EU at P4 (QA practice), combined with project management meeting (WP6); M9 - Training of PC QA specialists (internal QA model&policy) at P2; WP2: M14 - Training for PC academic staff at P6 (on QA policy, internal/external evaluation) combined with project management meeting (WP6); M18 - Training for PC academic staff at P3 (on QA model, standards&internal procedures); M20 - Training for PC academic staff at P5(on QA excellence model&new programs design) combined with project management meeting (WP6); WP4,WP5: M15 – Evaluation of P7 QA unit functioning combined with dissemination activities in P7; M19 – Evaluation of P11 QA unit functioning, combined with dissemination activities in P11 combined with project management meeting (WP6); M21 – Evaluation of P9 QA unit functioning combined with dissemination activities in P9, M25 - Evaluation of P8 QA unit functioning, combined with dissemination activities in P8 and with project management meeting (WP6); M27 – Evaluation of P12 QA unit functioning combined with dissemination activities in P12; M31 – Evaluation of P10 QA unit functioning combined with dissemination activities in P10 and with project management meeting (WP6).WP6: M3 – kickoff (P1), M36 - Final project meeting at P1 combined with dissemination activities and final evaluation of the project.
EQUIPMENT. Each PC, except P7, will purchase 20 personal computers (Intel Core i5-4460, DDR3 4Gb, SATA 1Tb, Windows 10 Pro, LCD 24), SMART Technologies Board +projector and 5 notebooks Lenovo IdeaPad 500 and projector Epson EB-1761W.
The equipment will be same for all PC HEIs because of performing typical tasks. Notebooks will be used by evaluation&development team.
SUBCONTRACTING includes the costs of obligatory project audit and the costs of web-site design, translation of training courses from/into English/Ukrainian/Kazakh. Language courses for PC HEIs' staff will be organised. Promotion video development cannot be performed by project participants as they require special expertise and qualifications