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HRLAW

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NATIONAL AEROSPACE UNIVERSITY
KHARKIV AVIATION INSTITUTE NAMED BY N.E. ZHUKOVSKY (KHAI)

Quality Control System (QCS)



Co-funded by the
Erasmus+ Programme
of the European Union

Work package: **WP5 – Quality Control Mechanism**

Responsible Partner: **National Aerospace University**

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Introduction

Work package 5 of the **Erasmus+ project HRLAW** is **Quality Control Mechanism**.

The aim of this work package is to assure the optimal quality, structure, processes and results of the project. The leader of this WP is KHAI, Ukraine who will conduct continuous monitoring of the project, but will be supported by all partners (in form of feedbacks, inputs about developments in their countries and institutions, different reports etc.) in order to steer the project in the right way. This aim will be achieved through the implementation of different quality control measures implemented at different stages of the project and they are grouped and distributed among the Consortium partners in the following way:

1. **Quality control and monitoring of project implementation and management plan of the project** (this document) will be supported by the EU partners and the PCUs. *After the kick off meeting QA mechanisms will be determined jointly by the consortium,* as well as concrete QA plan, with special contribution of the local partners, especially in defining specific assumptions and risks.
2. Quality control and monitoring of the OSO offices in each PCU and their staff will also be led by KHAI and it will be conducted based on the **revision of the reports of the PCUs, monitoring of their development and the implementation of their services** (with the help of the reports developed within the other WPs) as well as through the that will be conducted in M8-M36.
3. Quality control and fine tuning of the **curricula modules** in order to assure that the new and modified modules are being created in line with the Bologna principles and that the trainings are responding to the specific needs.



Quality Control and Monitoring Responsibilities

This section outlines the specific evaluation and quality assurance procedures planned in Erasmus+ HRLAW by firstly giving an overview about the responsibilities of the partners in general, then providing a short overview on different quality assurance activities and expected outputs.

National Aerospace University, Ukraine leads work package 5 – Quality Control Mechanism, and will cooperate closely with the project manager TUT, Estonia and all partners.

Project partners and main tasks per work package leader:

No./name	Main tasks (selection of most important ones)
P1 (Coordinator) – TALLINNA TEHNIKAULIKOOL (TUT)	<ul style="list-style-type: none"> - Project applicant and Grant Holder - Analysis of available EU codes; Developing recommendations on piloting the Code; - Peer reviews of MSc modules; Internship scheme - Peer reviews of PhD modules; Internship scheme - WP leader; Hosting study visit (M24); peer review and fine tuning of LLL-modules - Host of QA meeting (M24); contributor to external QC procedures, contributing to the arrangement of inter-project coaching - Participation in dissemination events; Reviews of funding maps - WP7 leader, project coordinating institution; arranging kick-off in UCC (M2), meeting in MSU (M14), TUT (M24), NLU (M35); day-to-day coordination and management; financial management; reporting and preparations to audit.
P2 - UNIVERSITY COLLEGE CORK, NATIONAL UNIVERSITY OF IRELAND (UCC)	<p>WP1 leader;</p> <ul style="list-style-type: none"> - Hosting workshop on Strategy development; Verification of Code; - Main knowledge input for MSc/ MS development; Peer reviews of MSc modules; Internship scheme; - Main knowledge input for PhD development; Peer reviews of MSc modules; Internship scheme; - Hosting study visit (M10); peer review and fine tuning of LLL-modules; - Contributor to external QC procedures, contributing to the arrangement of inter-project coaching; - Participation in dissemination events; Reviews of funding maps; - Participating in kick-off; Local coordinating institution in Ireland; reporting.
P3 - KUNGLIGA TEKNISKA HOEGSKOLAN (KTH)	<ul style="list-style-type: none"> - Lead of the WP 2; - Analysis of available EU codes; Developing recommendations on piloting the Code; - Hosting of study visit (M18); Guest lecture to ISTU (M16); peer reviews of MSc modules; Internship scheme; - Guest lecture to USARB (M19); Peer reviews of PhD modules; Internship scheme; - Training in KhAI (M30); - Contributor to external QC procedures, contributing to the arrangement of inter-project coaching; - Participation in dissemination events; Reviews of funding maps; - Local coordinating institution in Sweden; reporting.



<p>P4 - University of Huddersfield (UOH)</p>	<p>- Lead of the WP3</p> <ul style="list-style-type: none"> - Analysis of available EU codes; Developing recommendations on piloting the Code; - Guest lecture to MSU (M14); Peer reviews of MSc modules; Internship scheme; - Hosting study visit (M14); Guest lecture to NLU (M19); Input for development; peer reviews from PhD modules; - Study visit to TUT (M24); - Participation in dissemination events; Reviews of funding maps - Local coordinating institution in UK; reporting.
<p>P5 - INERCIA DIGITAL S.L. (INERCIA)</p>	<ul style="list-style-type: none"> - Peer reviews of MSc/MA; support on development process and e-learning tools; - Peer reviews of PhD; support on development process and e-learning tools; - Participation in dissemination events; - Local coordinating institution in Spain; reporting.
<p>P6 - National Law University (NLU)</p>	<ul style="list-style-type: none"> - In-depth and SWOT Analysis; Networking; Establishment of UA national workgroup; Development of OSO Strategy; Incorporation of OSO offices; Equipping of the OSO offices; Development of UA national code protocol; - Needs analysis; Hosting workshop (M9); Piloting of developed curriculum; placement of curriculum; purchase literature and equipment - Study visit to UOH (M14); Hosting UOH lecture (M19); Needs data and action analysis; piloting of PhD curriculum; purchase literature and equipment ; using mobile learning to enhance the teaching; - Active participation in training visits to TUT (M24) and UCC (M26); KTH training (M3); Development of LLL curriculum; - Co-developer of Contingency Plan; Implementation of Internal QC procedures; Participation in QA meetings in MSU, TUT, NLU, activity reports; - Participation in all dissemination events; Hosting of Final event (M35); Distribution of the printed materials; developing UA funding map; - Leader of UA partners; Local coordination & management activities; reporting.
<p>P7 - NATIONAL AEROSPACE UNIVERSITY KHARKIV AVIATION INSTITUTE NAMED BY N ZUKOVSKIY (KHAI)</p>	<p>WP leader of QC activities;</p> <ul style="list-style-type: none"> - In-depth and SWOT Analysis; Networking; Establishment of UA national workgroup; Development of OSO Strategy; Incorporation of OSO offices; Equipping of the OSO offices; Development of UA national code protocol - Needs analysis; Participating in workshop in NLU (M9); Piloting of developed curriculum; placement of curriculum; purchase literature and equipment - Study visit to UOH (M14); Visiting UOH lecture in NLU (M19); Needs data and action analysis; piloting of PhD curriculum; purchase literature and equipment ; using mobile learning to enhance the teaching. - Active participation in training visits to TUT (M24) and UCC (M26); participation in KTH training in KhAI (M3); Development of LLL curriculum; - Host for QA meeting (M35); Co-developer of Contingency Plan; Implementation of Internal QC procedures; collection of progress reports; summarizing feedback questionnaires - Development of diss. suite and Web; participation in all dissemination events; Distribution of the printed materials; developing UA funding map - Local coordination & management activities; reporting.



<p>P8 - Khmelnytskyi National University (KhNU)</p>	<ul style="list-style-type: none"> - In-depth and SWOT Analysis; Networking; Establishment of UA national workgroup; Development of OSO Strategy; Incorporation of OSO offices; Equipping of the OSO offices; Development of UA national code protocol - Needs analysis; Participating in workshop in NLU (M9); Piloting of developed curriculum; placement of curriculum; purchase literature and equipment - Study visit to UOH (M14); Visiting UOH lecture in NLU (M19); Needs data and action analysis; piloting of PhD curriculum; purchase literature and equipment ; using mobile learning to enhance the teaching. - Active participation in training visits to TUT (M24) and UCC (M26); participation in KTH training in KhAI (M3); Development of LLL curriculum - Implementation of Internal QC procedures; writhing activity reports; - Participation in all dissemination events; Distribution of the printed materials; developing UA funding map; - Local coordination & management activities; reporting.
<p>P9 - International Scientific Technical university (ISTU)</p>	<ul style="list-style-type: none"> - In-depth and SWOT Analysis; Networking; Establishment of UA national workgroup; Development of OSO Strategy; Incorporation of OSO offices; Equipping of the OSO offices; Development of UA national code protocol - Needs analysis; Participating in workshop in NLU (M9); Piloting of developed curriculum; placement of curriculum; purchase literature and equipment - Study visit to UOH (M14); Visiting UOH lecture in NLU (M19); Needs data and action analysis; piloting of PhD curriculum; purchase literature and equipment ; using mobile learning to enhance teaching - Active participation in training visits to TUT (M24) and UCC (M26); participation in KTH training in KhAI (M3); Development of LLL curriculum - Implementation of Internal QC procedures; writing activity reports; - Participation in all dissemination events; Distribution of the printed materials; developing UA funding map ; - Local coordination & management activities; reporting.
<p>P10 - Ukrainian Students Association (USA)</p>	<ul style="list-style-type: none"> - In-depth and SWOT Analysis; Networking; Contribution to development of OSO Strategy; - Contribution to needs analysis; Participating in workshop in NLU (M9); - Study visit to UOH (M14); Visiting UOH lecture in NLU (M19); contribution to data and action analysis, mobile learning methods; - Participation in training visits to TUT (M24) and UCC (M26); participation in KTH training in KhAI (M3); promoting of LLL curriculum; - Implementation of Internal QC procedures; writhing activity reports; - Participation in all dissemination events; Distribution of the printed materials; developing UA funding map; project marketing and networking within student community; - Local coordination & management activities; reporting.
<p>P11 - ALL-UKRAINIAN ENVIRONMENTAL NON-GOVERNMENTAL ORGANISATION "MAMA-86" (MAMA-86)</p>	<ul style="list-style-type: none"> - Networking; Contribution to development of OSO Strategy; - Contribution to needs analysis; Participating in workshop in NLU (M9); - Participation in training visits to TUT (M24) and UCC (M26); participation in KTH training in KhAI (M3); promoting of LLL curriculum; Implementation of Internal QC procedures; writhing activity reports; - Participation in all dissemination events; Distribution of the printed materials; active networking with Target Groups 3 and 4; Local coordination & management activities; reporting.



<p>P12 - Centrul Republican pentru copii si tineret GUTTA-CLUB (CRCT Gutta-Club)</p>	<ul style="list-style-type: none"> - Contribution to needs analysis; Participating in workshop in NLU (M9); - Participation in training visits to TUT (M24); participation in KTH training; promoting of LLL curriculum; - Participation in all dissemination events; Distribution of the printed materials; active networking with Target Groups 3 and 4; - Local coordination & management activities; reporting.
<p>P13 - Ministry of Education and Science of Ukraine (MESU)</p>	<ul style="list-style-type: none"> - Participating of experts in joint project activities; - offering expertise and consultations to consortium partners during the project activities; - ensuring future involvement and implementation of project initiatives and similar activities on a national and international level; - increasing sustainability and impact of the project results and developing of methodological recommendations for further capacity building; - disseminating of project information and results to other stakeholders and the public.
<p>P14 - Moldova State University (MSU)</p>	<ul style="list-style-type: none"> - WP6 leader; - Hosting Launch-event in Moldova (M6); In-depth and SWOT Analysis; Networking; Establishment of MD national workgroup; Development of OSO Strategy; Incorporation of OSO offices; Equipping of the OSO offices; Development of MD national code protocol - Participating in workshop in USARB (M9); Piloting of developed curriculum; placement of curriculum; purchase literature and equipment; - Study visit to UOH (M14); Visiting KTH lecture in USARB (M19); Needs data and action analysis; piloting of PhD curriculum; purchase literature and equipment ; using mobile learning to enhance the teaching. - Active participation in training visits to TUT (M24) and UCC (M26); participation in KTH training in KhAI (M3); Development of LLL curriculum - Host of QA meeting (M14); Implementation of Internal QC procedures; writhing activity reports; - Participation in all dissemination events; developing MD funding map; active networking - Leader of MD partners; Local coordination & management activities; reporting.
<p>P15 - Police Academy "Stefan cel Mare" of the MIA (PASM)</p>	<ul style="list-style-type: none"> - In-depth and SWOT Analysis; Networking; Establishment of MD national workgroup; Development of OSO Strategy; Incorporation of OSO offices; Equipping of the OSO offices; Development of MD national code protocol; - Participating in workshop in USARB (M9); Piloting of developed curriculum; placement of curriculum; purchase literature and equipment; - Study visit to UOH (M14); Hosting KTH lecture (M19); Needs data and action analysis; piloting of PhD curriculum; purchase literature and equipment ; using mobile learning to enhance the teaching; - Active participation in training visits to TUT (M24) and UCC (M26); participation in KTH training in KhAI (M3); Development of LLL curriculum ; - Implementation of Internal QC procedures; writhing activity reports; - Participation in all dissemination events; developing MD funding map; active networking; - Local coordination & management activities; reporting.



P16 - Alecu Russo Balti State University (USARB)	<ul style="list-style-type: none">- In-depth and SWOT Analysis; Networking; Establishment of MD national workgroup; Development of OSO Strategy; Incorporation of OSO offices; Equipping of the OSO offices; Development of MD national code protocol;- Hosting workshop in USARB (M9); Piloting of developed curriculum; placement of curriculum; purchase literature and equipment;- Study visit to UOH (M14); Hosting KTH lecture (M19); Needs data and action analysis; piloting of PhD curriculum; purchase literature and equipment ; using mobile learning to enhance the teaching;- Active participation in training visits to TUT (M24) and UCC (M26); participation in KTH training in KhAI (M3); Development of LLL curriculum ;- Implementation of Internal QC procedures; writhing activity reports;- Participation in all dissemination events; developing MD funding map; active networking;- Local coordination & management activities; reporting.
P17 - Ministry of Education of the Respublic of Moldova (ME)	<ul style="list-style-type: none">- Needs analysis; Participating in workshop in USARB (M9);- participation in KTH training in KhAI (M3);- Implementation of Internal QC procedures; writhing activity reports;- Participation in all dissemination events; Distribution of the printed materials; active networking with Target Groups 1 and 2.



As part of **WP 5, National Aerospace University KHAI (work package leader)** will

- Prepare a draft **Quality Control and Monitoring of Project Implementation and Management Plan (QCMMP)** [this document]
- **Review 6-month progress reports of PCUs** and monitor OSO offices development and implementation of their services (through **review of activity** as well as through the conduction of **monitoring visits** to OSOs).
- **Lead the QC meetings (3 meetings during project lifecycle).**
- **Contribute to reviewing curricula modules** in order to ensure that the new and modified modules are being created in line with the Bologna principles and that trainings are responding to the specific needs of the target groups.

Erasmus+ HRLAW quality assurance time-plan

Internal quality assurance processes in Erasmus+ HRLAW are addressing (1) monitoring of progress and processes, and (2) are assuring that all intermediate and final results meet the declared objectives of the proposal. Additionally to these two fields (3) the evaluation of the OSO offices by the users will be gathered to guarantee high quality of outputs.

The following plan gives a brief overview on the different monitoring levels, time scheduling, aims, methods and expected outputs as well as responsibilities.

- **Monitoring of progress and processes**

- **6-monthly progress reports**

Responsible: Consortium, coordinated by TUT

Contributions by all partners

When	Evaluation aims and methods	Expected outputs
04/2017 10/2017 04/2018 10/2018 04/2019	Monitor the project progress. Each partner / local team submits a short report on activities to the coordinator of the Consortium who jointly with KHAI checks the progress and if necessary plans interventions in collaboration with the other Consortium members. [According to Reporting template, attached]	Feedback to the partners (bi-annual reports to coordinator)



- **Meeting & Progress evaluation**

Responsible: National Aerospace University KhAI

Contributions by all partners

When	Evaluation aims and methods	Expected outputs
12/2016 (Tallinn)	Kick-Off-Meeting Presentation of all work packages. After the meeting questionnaire to assess the meeting.	Report to the promoter & partners
05/2017 (Kharkiv)	Ukrainian launch event hosted by NLU Presentation of work packages progress.	Report to the promoter & partners
05/2017 (Chisinau)	Ukrainian launch event hosted by MSU Presentation of work packages progress.	Report to the promoter & partners
05/2018 (KTH, Sweden)	Second QA Partner Meeting Project progress evaluation based on online questionnaire. Short presentation and discussion of results and open questions. Methods: Online questionnaire (KHAI), presentation/synthesis of results, group discussion.	Report to the promoter & partners
04/2019 (TUT, Estonia)	Third QA Partner Meeting Project progress evaluation based on online questionnaire. Short presentation and discussion of results and open questions. Methods: Online questionnaire (KHAI), presentation/synthesis of results, group discussion.	Report to the promoter & partners

- **Interim and final online survey about work progress (can be combined with Meeting & Progress evaluation as feasible)**

Responsible: National Aerospace University KhAI

Contributions by all partners

When	Evaluation aims and methods	Expected outputs
Prior to interim and final report	All persons from all partner organisations who were involved in project activities will be invited to complete an online survey. Methods: A structured online questionnaire will be elaborated, focussing on the different work packages. KhAI will prepare the questionnaire, invite partners to provide their feedback and elaborate short feedback reports.	Short feedback report, which will be part of the interim and/or final report.

Interim report: Due when 70% of 1st pre-financing (60% of EU grant) has been disbursed (= 42 % of EU grant) and not later than half-way through the eligibility period.

Final report: Due (Project coordinator -> EC) 2 months the latest after the end of the eligibility period.

- **Management and management reports**

Responsible: TUT



When	Evaluation aims and methods	Expected outputs
prior to IR	Internal review of the interim report by the Consortium which will be submitted by the project promoter to the EACEA.	Filled in assessment form which will be sent to the promoter.
prior to FR	Internal review of the final report; Method: see above.	Assessment form (s.a.)

- **Evaluation of the intermediate and final results**

- **Results checklist**

Responsible: Project management / Consortium

Deliverables will be checked against the definition in the application. For certain products the Consortium can decide to make an additional internal peer review using the attached Peer-Review template.

N	Deliverable title	Implementation status (On Time: Y/N)
	D.1.1. Office strategy developed	
	D.1.2. Offices established	
	D.1.3. Code of Academic integrity introduced	
	D.2.1. Master curricula and lecture books	
	D.2.2 Implementation of curricula, guest lectures and internships	
	D.2.3. Literature and Equipment	
	D.3.1. Doctoral curricula and lecture books	
	D.3.2. Piloting of curricula, guest lectures and internships	
	D.3.3. Literature and equipment	
	D.4.1. Staff trained	
	D.5.1. Project reports	
	D.5.2. Assured quality	
	D.5.3 Inter-project coaching measures	
	D.6.1. Web-site	
	D.6.2. Dissemination suite	
	D.6.3. Launch and promotional events	
	D.6.4 Funding maps	
	D.7.1. Coordination meetings	



	D.7.2. Steering Board	
	D.7.3. Management	

- **Monitoring of OSOs (Offices of Student Ombudsman)**

When	Evaluation aims and methods	Expected outputs
Until 30/5/2018	Review of concepts for OSO staff members to ensure trainings respond to specific needs of target groups (KHAI). Method: Feedback on training agendas and methodology, evaluation of trainings by participants.	Evaluation report for trainings
May 2018 – June 2019	Review of reports of OSOs (KHAI)	Recommendations on processes and progress
Sept. 2018 – June 2019	Review of functions and implementation of services of OSOs: Method: Review of activity and plans, strategies, adjusted Codes of Academic Integrity.	Report on implementation of services and possible improvements
Sept. 2017 – June 2019	Feedback of students from PCUs Method: Questionnaire developed for the monitoring visits (to each PCU).	Report on implementation of services and possible improvements

- **Internal peer reviews of curricula modules**

Interdisciplinary curricula modules will be developed and reviewed by peer reviewers in terms of content and on Bologna conformity (all by KTH, UCC and TUT; KHAI).

When	Evaluation aims and methods	Expected outputs
April 2018	Workshop to discuss proposals (all including KHAI and students association) Method: Questionnaires to be filled in as preparation for workshop	Recommendations for finalisation of draft modules; draft modules
May 2018 – July 2018	Review of curricula modules and feedback on improvement potentials (TUT, KTH, UCC, KHAI). Method: Structured feedback (separate template will be prepared).	Reports to Consortium/all partners.



Risk Log

Assumption	Potential Risk	Mitigation strategy
Political environment will not impact on smooth implementation of project	Political situation in Ukraine and Moldova may deteriorate and impact on project implementation (partners, meetings etc)	Ad hoc consultations in Consortium to decide on modification of implementation modalities as needed
Key stakeholders of the project understand the objectives of the project and have both capacities and willingness to achieve its goals	Key stakeholders may lack required capacities or interest.	Ad hoc consultation and targeted support by project coordinator and partners/Consortium

Peer-Review of Product/Result

Reviewed Deliverable / Product / Result		
WP Nr.	Del./Res. Nr., Version	Del./Res. Title
WP x		

Please assess, if the following criteria are fulfilled, by ticking [X] "Yes" (fulfilled) or "No" (only partly or not fulfilled). Please make a short comment to highlight improvement potential. If a criterion is not applicable, you can write "n.a." as comment. Detailed suggestions for improvement can be made in the table below. In documents, more detailed comments could also be made using the "rework mode" or "notes" function (in .docs' or .pdfs'). Please reference to these details in the comment section.

Make your final peer-review conclusion by ticking [X] here →

Overall Assessment

Accepted (No revisions required.)	Accepted + Changes required	Not Accepted (for peer- review again)

Conformity to project templates and standards

Criterion	Yes	No	Comment
Are Logo and disclaimer correctly used?			
Is Project Logo and "Corp.ID" correctly used?			
Are project title, deliverable/result reference, date of issue clear?			
Are author/s, version/s identified?			
Orthographical and grammatical correctness?			
List of content included?			
Abstract included?			

Quality of content and coherence with the work programme

Criterion	Yes	No	Comment
Is the content of the document clear and logic?			
Are information sources well identified?			
Is the information, analyses, etc. reliable?			
Are conclusions traceable and valuable?			
Is the deliverable/result coherent to the description in the work programme?			
Are there deviations from the work programme? [If so, are they fully justified? (Please comment)]			
Are the planned language versions available?			
Is the product suitable the group?			

Suggested improvements

Page	Section	Suggested improvement



6-month progress report

Erasmus+ HRLAW project progress report № _____

1 of 1

Team _____

Date _____ DD/MM/YY _____

№	Activity	Expected results	Results obtained
1			
2			
3			
...			
Team Leader <i>Name Surname</i>			