



*Erasmus+ - Key Action 2
Capacity Building within the Field of Higher Education
eACCESS Project*

Project number: 610041-EPP-1-2019-1-PL-EPPKA2-CBHE-JP

***EU-Asia Collaboration for aCcessible Education in
Smart Power Systems***

| | |
|------------------------|---|
| WP 1 | <u>PREPARATION</u> |
| TASK | T5.1 Quality Assessment Plan and Procedures (Deliverable D5.1) |
| LEAD PARTNER | TUL |
| PARTICIPATING PARTNERS | All Partners |

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EXECUTIVE SUMMARY

The deliverable describes quality monitoring methods and the standard and emergency procedures to maintain the high quality of project outputs, in particular teaching and learning materials, reliability and durability of added teaching facilities, quality of dissemination products and project reports and documentation. For this purpose, a number of key performance indicators has been selected together with the recommendations for the necessary evidence to be provided for the project outcome quality assessment process.

The project management structure is included and the allocation of responsibilities for the project overseeing is defined.

The deliverable describes also conflict resolution procedures

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The list of abbreviations

| | |
|-------|---|
| PPC | Project Pillar Coordinator |
| GA | Grant Agreement |
| PA | Partnership Agreement |
| PM | Project Manager |
| PO | Project Officer |
| PSS | Periodical Short Statement |
| PEB | Project Expert Board |
| QAC | Quality Assurance Committee |
| PMC | Project Management Committee |
| QCP | Quality Control Plan |
| PPC | Project Pillar Coordinator |
| EACEA | Education, Audio-visual and Culture Executive Agency |
| CB | Capacity Building |
| GA | Grant Agreement |
| KPI | Key Performance Indicators |
| LFM | Logical Framework Matrix |

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1. Introduction

Quality control is the integral part of the project and will aim to ensure that project objectives are met in the most effective way. The quality control strategy of the eACCESS project should ensure that quality is planned for both the deliverables and activities.

It is based on the guideline described in this Quality Control Plan (QCP), which defines the detail approach to quality control, internal and external evaluation and the procedures to be followed by the partners for effective communication as well as production and documentation of the Project deliverables. The document outlines the strategy for how the quality control mechanisms are applied so that the operational, management and working procedures are comprehensively monitored and improved throughout the project duration.

Note: Anywhere within this document, when the term “partner” is used, it is referring to the 8 universities mentioned in the project application: Lodz University of Technology, Poland (TUL), University of the West of Scotland, the UK (UWS), Aristotle University of Thessaloniki, Greece (AUTH), Kantipur Engineering College, Nepal (KEC), Pokhara University, Nepal (PU), Royal University of Bhutan, Bhutan (RUB), Atma Jaya Catholic University of Indonesia, Indonesia (ATM), Soegijapranata Catholic University, Indonesia (SCU).

2. Project management structure

During the kickoff meeting the consortium worked out the ultimate management structure which will facilitate effective project implementation and reaching the project objective and performance indicators.

All tasks and their related project outcomes have been divided into three project areas (Project Pillars). The first Project Pillar deals with the modernization of the academic curriculum at the partner university and is coordinated by the AUTH represented by Dimitrios Lampridis. The second Project Pillar led by the UWS and represented by Keshav Dahal covers actions and outcomes related to the implementation or modernization of teaching platforms at the partner universities, as well as dissemination activities. The third Project Pillar deals with the development of new laboratory infrastructures or extension of the existing laboratory assets. It will be coordinated by the TUL represented by Tomasz Siewierski.

The pillar structure is intended to aggregate and oversee interdependent tasks from different work packages. These three Project pillars are responsible for the coordination of task execution and are assisted by the Quality Assurance Committee, which will conduct independent quality evaluation of the project outcomes across all pillars and work packages.

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The project management structure is presented in the figure below

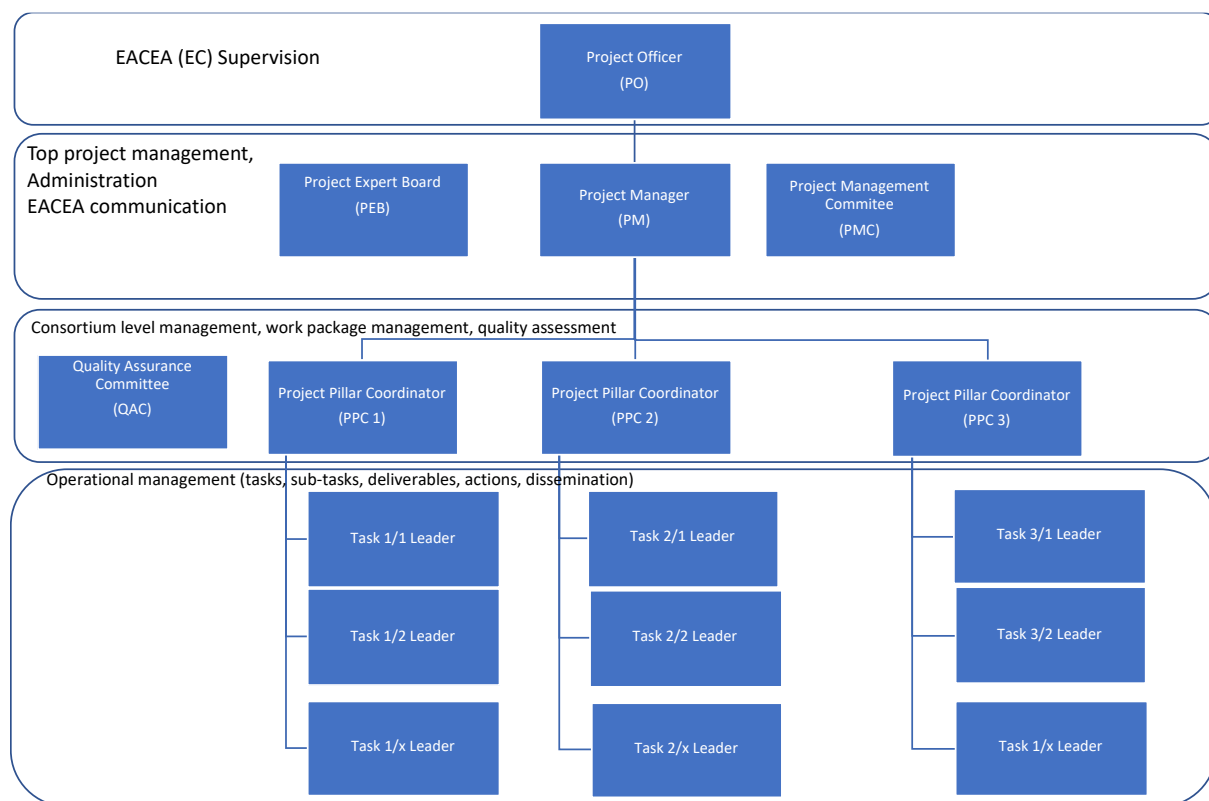


Figure 1: eACCESS Project Management Structure

The Project Manager has overall responsibility for ensuring the success of the eACCESS project, from inception to completion. The coordinator is the leader of the Project Management Committee (PMC).

The coordinator’s responsibilities will include:

- Monitoring project progress, with three reporting periods occurring during the course of the project, at Year 1 – Month 10, Year 2 – Month 10, year 3 – Month 10;
- Overall quality control of all deliverables;
- Ensuring full ethical compliance;
- Cooperation with the EU Project Officer, reporting to the PO on regular basis (every 4 months) and negotiating any changes to the project structure, where necessary;
- Directing communications between consortium members (including consent to the grant agreement and consortium agreement by the project partners) and between the consortium and the Agency;
- Maintaining the accounts of the project and coordinating the timely return of financial returns by partners.
- Providing a dedicated, interactive online platform utilizing online tools for knowledge dissemination, providing various levels of controlled access to focused discussion fora and access to a central online document library, as well as an online eLearning platform.

The Project Management Committee (PMC) is comprised of a representative of each consortium partner participating in the eACCESS project. The Project Management Committee

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(PMC) is responsible for the overall success of eACCESS. The PMC has two primary project management functions: executive and administrative.

The executive project management consists of:

- Project progress review;
- Modification of the project work plan (if necessary, to be accepted by the PO on behalf of EACEA);
- Ensuring the project remains focused on achieving and delivering its objectives and maintains relevance within the theme of the framework matrix;
- Co-ordination and application of measures/procedures for quality control;
- Resolving any technical, administrative or contractual issues;
- Ethical consideration of the project work and deliverables;
- Preparation and distribution of non-technical reports, including exploitation;
- Final approval and acceptance of final versions of technical reports prepared by the partners and accepted by the QAC;
- Ensuring the preparation of implementation strategies and agreements for the project results.

The administrative management consists of:

- Maintaining accurate consolidated records of costs, resources, and time;
- Preparing and submitting the cost statements of all partners;
- Remaining in close contact with the Education, Audio-visual and Culture Executive Agency (EACEA) and the Project Officer
- Communicating with other projects and coordinating dissemination and presentations.

The PMC will meet 6 times during the course of the project. The PMC meetings will be scheduled according to the general physical meeting indicated in the proposal at the project management sessions. If there is a need expressed by the majority of the representatives, additional sessions will be arranged.

According to the decisions taken at kickoff meeting the Project Management Committee (PMC) includes the following members representing consortium partner universities:

Table 1: Project Management Committee (PMC)

| | | |
|---------------------------|---------------------------------|------|
| Tomasz Siewierski | t.siewierski@p.lodz.pl | TUL |
| Keshav Dahal | keshav.dahal@uws.ac.uk | UWS |
| Dimitrios Lampridis | labridis@auth.gr | AUTH |
| Rameshwar Rijal | rijal_rameshwar@kec.edu.np | KEC |
| Buddhi Raj Joshi | dean1519@pu.edu.np | PU |
| Roshan Chetri | roshanchhetri.cst@rub.edu.bt | RUB |
| Budi Kartadinata | budi.kartadinata@atmajaya.ac.id | ATM |
| Florentinus Budi Setiawan | f.budi.s@unika.ac.id | SCU |

As regarding the responsibility for work package management, it is presented in the following table:

Table 2: eACCESS work packages and owners

| | | | |
|--------------------------|---|---------------------------------------|------------|
| WP1 | Feasibility study. Preparation for the development of new teaching modules, new teaching facilities and methods | TUL | |
| WP2 | Development or modernization of the electrical power engineering curriculum, modernization and validation of teaching methods | AUTH | |
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| WP3 | Development of the cloud-based teaching platform | UWS |
| WP4 | Development and modernization of teaching facilities | KEC |
| WP5 | Quality management | PU |
| WP6 | Dissemination activities | SCU |
| WP7 | Project administration | TUL |

The responsibility for the implementation of the individual tasks is presented in the table below (nominated task leader):

Table 3: Tasks, owners and delivery due date

| | | |
|---|------|------------|
| T1.1 Review of compatibility and update of existing relevant course units and teaching modules available at the partner universities. | AUTH | 01/04/2020 |
| T1.2 Selection and the set-up of pilot sites and course units/modules for the project implementation and validation | TUL | 01/04/2020 |
| T1.3 Analysis of the requirements and preparation of the detail specification and design of the eACCESS platform | UWS | 01/04/2020 |
| T1.4 Consultations with the relevant third partners, other universities and local industrial stakeholders. | KEC | 01/06/2020 |
| T2.1 Development of the professional training courses | TUL | 01/12/2020 |
| T2.2 Development of new core teaching modules, preparation of the relevant assessment methods and credit allocation. | AUTH | 01/07/2021 |
| T2.3 Development of additional teaching modules, preparation of the relevant assessment methods and credit allocation. | TUL | 01/10/2021 |
| T2.4 Development of new teaching techniques and assessment methods | UWS | 01/10/2021 |
| T2.5 Validation of the developed professional trainings | PU | 01/07/2021 |
| T2.6 Validation of the core teaching modules | ATM | 01/06/2022 |
| T2.7 Validation of the additional teaching modules | SCU | 30/10/2022 |
| T2.8 Training of the local tutors | RUB | 01/10/2021 |
| T3.1 Development of the first version of the eACCESS platform | UWS | 01/11/2020 |
| T3.2 Testing of the eACCESS platform at partner universities and user trainings | KEC | 01/04/2021 |
| T3.3 Development of the second version of the eACCESS platform. | UWS | 01/10/2021 |
| T3.4 Preparation of the documentation for the eACCESS platform | UWS | 01/12/2021 |
| T4.1 Preparation of the detailed technical specifications for the physical laboratories (HVPL, SGPL, PEL, CSL) | AUTH | 01/12/2020 |
| T4.2 Building and commissioning of the eACCESS-HVPL laboratory | KEC | 01/11/2021 |
| T4.3 Building and commissioning of the eACCESS-SGPL laboratory | RUB | 01/01/2022 |
| T4.4 Building and commissioning of the eACCESS-PEL laboratory | SCU | 01/02/2022 |

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| T4.5 Building and commissioning of the eACCESS-CSL laboratory | ATM | 01/12/2021 |
| T4.6 Preparation of the final technical documentation and teacher and student instructions for laboratories | TUL | 01/03/2022 |
| T5.1 Development of the detailed quality assessment plan and procedures. | TUL | 01/02/2010 |
| T5.2 Quality Management | TUL | 30/10/2022 |
| T5.3 Attestation and certification of the new teaching modules and course units | PU | 01/11/2021 |
| T5.4 Development of the project sustainability maintenance long-term strategy | RUB | 01/06/2022 |
| T6.1 Development of the detailed Dissemination & Communication, Exploitation Plan (DCEP) | UWS | 01/02/2020 |
| T6.2 Building and the maintenance of the project website. | UWS | 01/05/2022 |
| T6.3 Production & dissemination of project promotional materials | PU | 01/10/2022 |
| T6.4 Preparation and submission in scientific journals. | UWS | 01/08/2022 |
| T6.5 Organizing dissemination events with relevant stakeholders | ATM | 30/10/2022 |
| T6.6 Organizing the final dissemination-sustainability conference and workshop | RUB | 01/10/2022 |
| T6.7 Preparation and execution of the promotional campaign during the recruitment process. Organisation of lectures, presentations and technical visits. | KEC | 01/09/2022 |
| T6.8 Exploitation of the laboratory facilities and implementation of horizontal student mobility | PU | 30/10/2022 |
| T7.1 Project and Risk Management, Coordination and Reporting | TUL | 30/10/2022 |
| T7.2 Project meetings | TUL | 30/10/2022 |
| T7.3 External financial audit | TUL | 30/10/2022 |
| T7.4 Project innovation monitoring | TUL | 30/10/2022 |

3. Quality management

3.1. Overall quality assessment strategy

The Quality Control Plan will have two dimensions of evaluation: internal and external.

The internal evaluation will include two parts:

- Day-to-day Internal Evaluation of the Project by a Quality Assurance Committee (QAC). QAC has been formed during the kickoff meeting and it includes representatives of four universities with experiences in Erasmus projects, two from the program countries (UWS represented by **Parag Vichare, parag.vichare@uws.ac.uk**; AUTH represented by **Varvara Katsanou, vkatsano@auth.gr**) and two from the partner countries (RUB represented by **Tshewang Lhendup, tshewanglhendup.cst@rub.edu.bt**; and KEC represented by **Keshar Prasain, kesharprasain@kec.edu.np**). The QAC is completed by the representative of the coordinator (TUL represented by the PM, **Tomasz**

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Siewierski, t.siewierski@p.lodz.pl¹. The work of the QAC is coordinated by the RUB (**Tshewang Lhendup**). QAC will collaborate with task leaders and Project Pillar Coordinators (PPCs) and it will report during the Coordinating meetings. QAC will monitor and approve the quality of the planned project results against established qualitative & quantitative indicators of progress (LFM).

- The Project Expert Board (PEB) will be the main strategic body for quality control and monitoring. The work of PEB will be conducted through the online communication tools (via intranet, e-mail, video conference, etc.). If necessary, the PEB will produce reports and recommendations on the regular (quarterly) basis and ad hoc in the response to major disturbances in the implementation plan. Although initially (in the proposal) it was foreseen that the PEB will be formed at the kickoff meeting, during the discussion between partners it was concluded that such approach is hardly possible and unproductive. The first group of external experts should be expected by the second physical project meeting, but the selection process of experts for the assessment of the outcomes of the project will continue throughout the entire duration of the project implementation and will depend on the context of the specific action necessary to produce good quality outputs (deliverables). In this way the PEB will include external advisors and representatives from consortium universities dealing with the internal assessment of the teaching process at their universities and not directly engaged in the implementation of the eACCESS project. This should ensure that the internal evaluation is as objective as possible.

The external evaluation of the Project comprises the following components:

- External evaluation of the entire project will be conducted by two independent experts that will be selected among the PEB members. They will produce mid-term evaluation and final evaluation reports. Peer reviews and inter-project coaching with Erasmus+ projects on internationalization will be carried out via video conferencing.
- Monitoring of the project will be implemented by EACEA according to standard schedule for Erasmus CB project monitoring process and described in the GA².

3.2. Essential criteria for quality assessment

The quality assurance activities will be based on qualitative data (i.e. meeting the specified deadlines, achievement of targets and indicators) and on quantitative data (i.e. answers to questionnaires and reports). Data will be gathered from all project partners, direct and indirect beneficiaries and from key relevant stakeholders.

¹ Following the discussion at the kickoff meeting, to increase the efficiency of the QAC work and document processing time, the structure of the QAC has been reduced to the representatives of only three (? should it be four) most experienced project partners. This is a minor deviation from the preliminary rules defined in the accepted proposal and it will have no negative impact on the project outcome and impact. The PO will be informed about this amendment.

² It was initially planned that National Erasmus Offices will be engaged in the periodical external assessment of the eACCESS outcome. However, after consultations with the representatives of such agencies we found out that they are not in the position and they do not have necessary resources to support eACCESS team with external independent evaluation and thus this option had to be excluded from the Quality Control Plan.

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Wherever it is only possible verifiable, transparent KPIs (Key Performance Indicators) will be applied for monitoring and progress reporting.

At least the following general criteria will be considered in the project output quality review:

- **Adherence to the deadlines** for task implementation adopted in the proposal.
- **The quality of the text** including readability, consistency, text formatting, and compliance with the general agreed editing standards for project outputs (deliverable and other document templates, questionnaires), correctness of references, register and style of the text.
- **Consistency with the specification of the deliverables** as substantiated in the project proposal. Any deviations and gaps between the scope of the deliverable described in the original proposal and the submitted outcome should be duly justified and accepted by the PMC. The planned changes have to be introduced ex ante (at the deliverable planning stage) first to the task leader and the PPC and if accepted submitted to the PM who will present the changes to PMC and if necessary, to the PO. The deliverable should meet pre-defined requirement concerning:
 - **Tangible outcomes** (e.g. Teaching material, Learning material, Training material, Event, Report, Service, Product)
 - **Engagement of target groups** (e.g. Teaching staff, Students, Trainees, Administrative staff, Technical staff, Librarians)
 - **Dissemination activities and target groups** linked to the project outcomes and necessary to reach the project objectives.
- **Application of appropriated KPIs** (project Key Performance Indicators from the proposal LFM matrix) to measure project impact and effectiveness of the implementation. All performance KPIs from LFM will be clustered according to various tasks (Table 3). A mapping table (appendix X) at the end of this report provides clear evaluation criteria by mapping various KPIs on work package tasks. It is expected that each partner university will comply with this mapping table while preparing task completion / deliverable report. The same mapping table will be used by evaluators in order to verify quality and completeness of each task listed in Table 3.
- **Sustainability of the implemented solutions** including long-term maintenance of the new academic offer and professional courses, problems with the maintenance of the developed teaching (looks incomplete; should it be developed teaching platform or facility). The QAC will attach great importance to the issue of long-term stability of the functioning and effectiveness of implemented solutions. Long-term sustainability will be considered at four different levels: human resource development (HR), organizational development (OD), institutional development (ID), and regional cooperation (RC)³.
- **Gender aspects** both concerning the preparation process of the outcome and the substances of the outcome per se.
- **Transparency and compliance with applicable local law and CBHE program rules procurement procedures** related to the acquisition of the new

³ The details of the long-term sustainability requirements including fur mentioned above dimensions are included in the eACCESS proposal pp. 62-63.

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equipment, external services, etc. This also involves check for possible conflict of interests, economic efficiency.

The PM, PPCs and the QAC are in the position to introduce additional quality evaluation criteria for the project outcomes at the stage of the preparation of the task plan, but not later than the start day of the task currently adopted in the project work plan. The additional requirements have to be presented by the leader of the QAC to the PMC and accepted by the simple majority of the PMC members.

4. Deliverable circulation (processing) procedure.

The consortium and the individual project partners will adopt effective procedure for the management of the key project documents, mainly the project deliverables.

The procedure consists in the following fundamental and consistent steps:

1. The task leader in the cooperation with the project pillar (1-3) coordinator will trigger the process of the implementation of each task before the planned start date indicated in the project work plan. This stage includes review of the scope of work, objectives, an analysis of the necessary conditions and an analysis of the beforehand outcomes (deliverables, other documents, practical actions and administrative formalities) which are a prerequisite for starting the new task. The task leader must inform the PC immediately about any possible deviations from the project schedule currently in force.
2. By the date of the start of the implementation of the task the project leader in the collaboration of the PPC publishes a guideline for the pertinent partners how to implement the task, allocate assignments to project partner and select performance indicators directly based or derived from the proposal LMF matrix. The project leader defines the details concerning the use of communication channels, exchange and storage of intermittent documents including draft versions, supporting documents, any other kind of necessary evidence and (?). These methods should follow the recommendations provided in this deliverable, but the project leader takes the final ex ante decision regarding the management of all supporting (secondary) documents produced during the preparation of the official project outcomes (including deliverables). It is strongly recommended that the project working space (eACCESS repository and its default folder structures) are used for this purpose. All versions of the official project documents must be stored at the project repository. The project leader is responsible for the maintenance of the necessary sub-folder extension at the repository as well as for the implementation of the effective and safe coding (naming) system for both official and supporting documents. For all draft and final versions of the outputs the agreed project deliverable template must be used and requested information must be completed.
3. The finalization of the complete version of the deliverables should be scheduled at least two weeks before the deadline indicated in the proposal. The relevant project pillar coordinator (PCC) accepts the ultimate draft version of the document and releases the first final version of the deliverable and informs PM and QAC about the availability of such document (name, location).
4. QAC has one week to evaluate the outcome and provide the feedback to the task leader and to discuss necessary improvements. QAC is expected to verify the outcome against applicable performance indicators from the proposal LFM matrix adopted by the task team.

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5. The task implementation team has one week to implement agreed modifications and resubmit the deliverables. In case of significant changes which requires more time the decision about the change of the schedule and thus the change of the task deadline, preparation of new schedule must be taken at the ad hoc meeting of the PMC scheduled by the PM. The meeting will be organized and chaired by the relevant PCC. The upgraded version of the deliverable is again shared with the QAC and it has 2 days to accept or reject the new version.
6. PMC should acknowledge submitted and accepted by QAC deliverables at the periodical project administrative sessions organized along physical consortium meetings scheduled in the work plan.
7. Any possible conflicts within the task team are solved by the task leader and only in emergency situations, when this strategy does not work, the final decision is taken by the PCC. Any possible conflicts between QAC and the task team, task leader and PCC are resolved by the PMC at ad hoc meetings scheduled by the PM.

The effectiveness of the procedure described above will be reviewed by the QAC every 3 months and recommendations concerning necessary amendments will be presented to the PMC. Accepted recommendations will be implemented on the day QAC will receive information from PMC.

PMC and individual Project Partners are in the position to propose modification to the document circulation procedure in the written form (email) sent directly to the Head of the QAC, who will manage and start processing the request taking into consideration the schedule for the project implementation and the deadlines of the project outcomes (deliverables).

5. Reporting

The reporting process is divided into two aspects: the internal reporting which is the requirements established in the proposal and external reporting which fulfills contractual obligations established in the GA and PA(s), as well as necessary communication between the PM representing the consortium and PO representing the EACEA.

5.1. Internal reporting

The internal reporting includes the following elements:

- changes in the staff and position of staff members allocated to the project implementation at the partner universities including gender aspects; this reporting should be implemented immediately following the changes.
- recording and reporting the workload by project partners spent on specific tasks by individual members of the local task force at the partner universities; this reporting should be implemented on monthly basis, following the rules described in the PA(s). Time sheets and spreadsheets prepared by the coordinator for individual partners must be exclusively used for this kind of reporting. Local coordinators at partner universities are responsible for the coherence of electronic work sheets and their paper equivalents based on the template provided in the PA/Annex IV, which are periodically handed over to the coordinator and are used for the settlement and reimbursement procedures.
- recording and written minutes of the key virtual and physical meetings of the consortium and if necessary, bilateral or multilateral meetings of selected project partners. The partner organizing and chairing the meeting is typically responsible for the preparation of the recording and minutes.

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All reports, video recordings and produced minutes must be saved and the proper location in the folder system at the eACCESS repository within maximum two week after the end of the event or action, unless there are specific regulations concerning reporting included in the PA(s).

5.2. External reporting

The external reporting will include mid-term report required by the GA to be sent to the Participant Portal of the European Commission, as well as Periodical Short Statements (PSS) sent to the PO every 4 months and informing about the progress in the project implementation, implemented actions, organized meetings, financial aspects, risk management including risk assessment and risk mitigation action selection. The PM is responsible for the preparation and submission of PSS.

6. Communication

Communication between the members of the consortium, between the PM and EACEA agency is very crucial for the successful implementation of the eACCESS project.

6.1. Internal communication

Day by day communication is conducted by e-mail, telephone conversations and Skype meetings.

For the avoidance of any confusion, special attention is paid to the clear drafting of the subject of the e-mail. All the contact details are maintained and updated in the eACCESS contact detail spreadsheet available and constantly updated at the eACCESS repository.

6.1.1. Project repository

In order to facilitate efficient internal communication among partners an electronic project repository will be utilized. The repository environment has been created and has been shared with all project partners for day-to-day contacts. Repository will capture the day to day activities of the project, facilitating the upload and circulation of draft and final documentation, important references and other material including:

- A list of consortium partners and their contact details, addresses, telephone details, email address, messaging details etc.;
- An electronic directory for storage of project related documents, which can be uploaded, viewed and downloaded by all partners. Partners will be invited to provide their comments/opinions on draft versions of project-related documents, where appropriate;
- List of project milestone and actions;

The project repository (intranet,) is implemented and maintained by the TUL. This facility is secured (access is permitted through username and password) and enables the consortium to have a very efficient diffusion of the information connected to the release of minutes, deliverables, reports and exchanges between partners.

6.1.2. Email communication

In recognition of the fact that many organisations participate in multiple projects under various European and international programmes, in addition to domestic projects, it is important that all email correspondence is headed with **eACCESS** in the title, followed by a short title giving context to the content contained therein, e.g. **eACCESS: [Subject]**.

It is recommended that each participant creates a dedicated **eACCESS** folder within his/her email inbox, in order to facilitate ease of filing and referencing.

It is important to ensure that the relevant partners are included in the email communication. For example, where the subject matter may have an impact on the activities within another action or even another WP, other partners should be ‘carbon copied’ on the correspondence. Partners

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are encouraged to retain all project emails including copies of sent emails. Day-to-day contacts should inform the coordinator of any period when they will be out of contact, the dates of this and an alternative contact. In the absence of this information it will be assumed that the PI will be covering the absence and will deal with correspondence.

6.1.3. Project meetings

Remote meetings

It has been agreed, in the interest of an efficient and transparent project implementation, that plenary remote meetings involving all partners will take place on at least monthly basis. If necessary, more plenary remote meetings might be organized.

Bilateral, multilateral and plenary meetings are scheduled by the task leaders, PPC, QAC leader and PM respectively.

Invitation to the meetings are sent via email directly to the relevant participants (individual persons).

In case the partners do not respond within 3 days they are considered to agree with the respective proposal.

Physical meetings

Six meetings of the consortium were planned to be held over the course of the project. Each of these meetings should also include a PMC meeting.

However, due to the force majeure linked to the pandemic situation in Europe and Asia, the first planned physical meeting had to be converted into remote consortium meeting held on the original date agreed for the physical meeting (26-27th March and 1st April 2020). More to that, to reduce the cost of travel, one physical meeting planned in Europe has been moved to partner countries.

Thus, the updated plan for consortium meetings is as following:

- Kick-off meeting remote hosted by TUL, duration 3 days,
- 1st periodic physical meeting to be hosted by TUL in Lodz, Poland, duration 2 days, July 2020 (condition to the epidemic situation in Europe and Asia)
- 2nd periodic physical meeting to be hosted by ATM in Jakarta, Indonesia, duration 1day, December 2020,
- 3rd, periodic physical meeting to be hosted by KEC in Kathmandu, Nepal, duration 1day July 2021,
- 4th, periodic physical meeting to be hosted by PU in Pokhara, Nepal, duration 1day, December 2021
- 5th periodic physical meeting to be hosted by UWS in Glasgow, the UK, duration 1day, July 2022,
- Final project meeting to be held by RUB in Thimphu, Bhutan, 1day, November 2022.

Due to the dynamic epidemic situation around the world the above schedule should be considered preliminary and the consortium remains flexible to replace any of the physical meetings with remote meetings if necessary.

A meeting agenda should be issued 3 weeks prior to the meeting (in draft format and allowing partners to make contributions).

6.1.4. Management tools

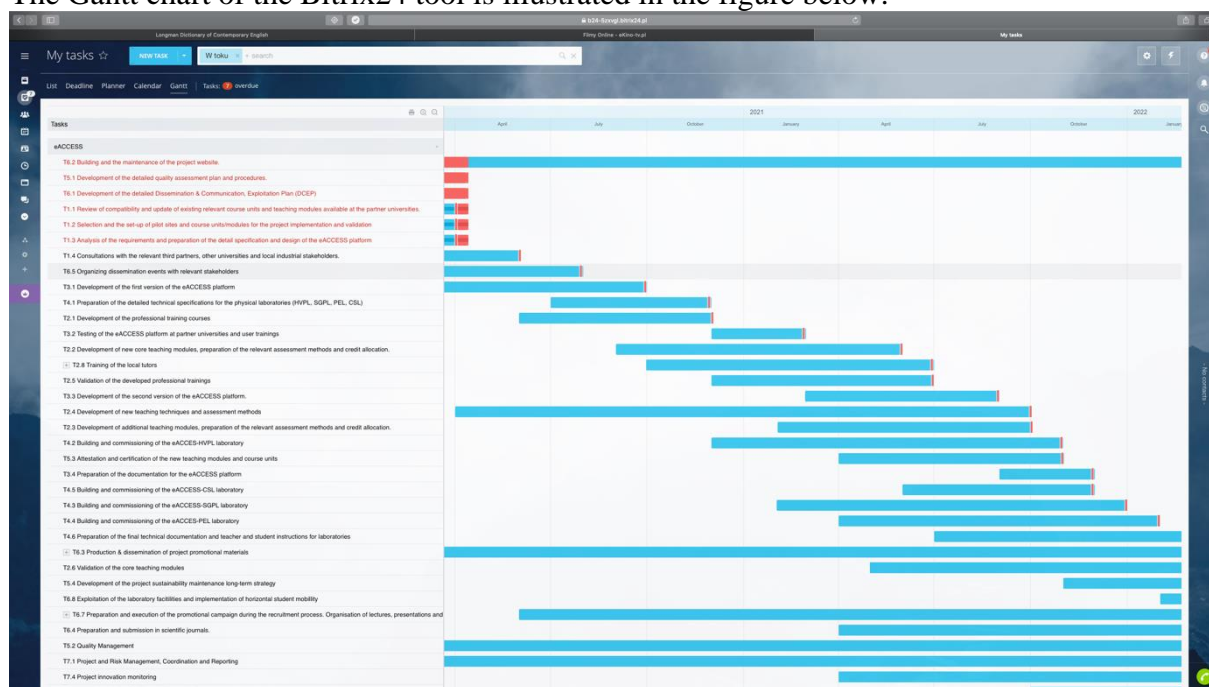
The project coordinator adopted the project management assistance platform Bitrix24, which should help to better understand the interdependencies between tasks, planning sub-tasks, exchanging information at task force levels, oversee the overall progress and the progress in individual tasks and work packages. The project partners have decided at the kickoff meeting to further test this tool and check it applicability. Then during the course of the project, the decision will be taken by the PMC whether to continue working on this platform or drop the

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idea. The use of the platform will be reviewed periodically during the consortium general meetings.

The Gantt chart of the Bitrix24 tool is illustrated in the figure below.



6.2. External communication

External communication regarding the EACEA Agency is the responsibility of the PM. This communication takes place mainly by e-mail, telephone conversations and face-to-face discussions when needed.

For electronic dissemination of the project results, the main channels of communication will be (but not limited to these): the project website (<https://eaccess-edu.eu>) and the Facebook project page (<https://www.facebook.com/eACCESSproject>).

Direct partner/partner communications flows will be set up in those cases where an increase in efficiency can be achieved.

6.3. Documents for public use

Documents or other material that is addressed to the public (informative material, brochures, leaflets, posters, presentations, DVDs etc.) must bear:

- The logo of eACCESS project in the header
- The logo of ERASMUS PLUS programme in the header
- The logo of CBHE programme in the header
- The title and reference number of the project in the footer
- The following disclaimer included at the beginning of the document:

“This project has been funded with support from the European Commission. This publication 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. Reproduction is authorized, provided the source is acknowledged.

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The same logos and disclaimer shall be also mentioned in the website of the project.

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7. Conflict resolution

As a general rule, the approach to project management in eACCESS will aim at a consensus building and promoting in order to ensure the maximum cooperation within the consortium. However, in the unlikely event that a conflict arises, a majority rules approach will be adopted so that the issue may be resolved through a fair and transparent decision-making process. Decisions will be taken according to the majority of votes (one vote per consortium partner). Where possible, issues will be resolved at Project Pillar level; with each consortium partner participant allocated one vote. At this stage the conflict resolution process will be managed by the PPC.

Where the issue could not be resolved at the Project Pillar level then the matter will be reported to the PMC with appropriate supporting evidence, which may include a full report or a presentation of the main issues of contention. The PMC will review the issue and report back with a final decision, which will be taken by majority vote, within one month from receipt of report/presentation.

In the unlikely event that the PMC cannot resolve a dispute within the consortium on a legal matter, the consortium agreement will provide for the use of a court of arbitration in Poland. The procedure for conflict resolution regarding the preparation, review and submission of project outcomes (deliverables) has been detailed separately in Section 4.

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8. Key Performance Indicators

The Key Performance Indicators are based on the original LFM matrix included in the eACCESS proposal. Although some minor modification of targets, verification methods and some restructuring and formatting was necessary, but the tables below should help to meet the main objectives of the eACCESS project declared in the proposal.

The tangible indicators (KPIs) listed in the tables below are linked with individual tasks. The last column (Evidence) of each table suggests how the parties responsible for the implementation of individual tasks should document the achievement of the defined coefficients. However, alternative forms of efficiency proofs are acceptable, condition to the agreement reached ex ante with the QAC.

Work Package WP1

| ## | Deliverables | Description of Activity | Quality Indicator | Evidence |
|-----|---|---|---|---|
| 1.1 | Review the existing programme, course units and teaching modules available at the partner universities. | Each partner will perform SWOT analysis in order to avoid replica. | 1.1.1 List of existing teaching modules | A comprehensive report reflecting the quality indicators from each partner university. Each partner university to submit course detail as per Annexure-1. |
| | | | 1.1.2 Course units | |
| | | | 1.1.3 Teaching facilities | |
| | | | 1.1.4 Learning management system | |
| | | | 1.1.5 Laboratory facilities | |
| | | | 1.1.6 Need for upgrades of laboratories, programmes, teaching modules and course units. | |
| 1.2 | Feasibility study of the implementation of new teaching modules | Each partner should have conducted internal meetings and come to a conclusion whether new or update of existing program which should be approved by university. | 1.2.1 List of existing program/modules | 1. A report covering Quality Indicators 2. Minutes of internal meetings as additional evidences. |
| | | | 1.2.2 List of new program/modules | |
| | | | 1.2.3 Identified UG/PG program. | |
| | | | 1.2.4 Evidence of acceptance/approval by the university. | |
| 1.3 | Technical specification of the e-teaching platform | Each partner university will share details of e-platform currently used if any. | 1.3.1 Functional and technical requirements | 1. A report covering Quality Indicators and Moodle deployment plan for each partner |
| | | | 1.3.2 Provision for future expansion | |
| | | | 1.3.3 Compatibility with the existing e-platforms used at partner universities | |
| | | | 1.3.4 No of users supported | |
| | | | 1.3.5 Open/closed source. | |
| 1.4 | Consultations with employers and energy sector companies | Each partner university will organise meetings with relevant organizations in order to analyse the possible structure of the courses, skills required for the graduates, new and needed courses in existing programs. | 1.4.1 No of consultative meetings conducted with relevant organisations | 1. A report covering Quality Indicators 2. Social media report confirming workshop session /meeting details, participants, 3. Workshop / meeting details with partners: Agenda, agreements, letter of support, A memorandum of understanding MoU |
| | | | 1.4.2 No of participants in each meeting | |
| | | | 1.4.3 Possible structure of the courses, additional contents to already existing, new and needed courses into existing or new PG programme. | |
| | | | 1.4.4 Graduate skills needed for employment | |
| | | | 1.4.5 Possibility for industry attachment/ internship | |

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Work Package WP2

| ## | Deliverables | Description of Activity | Quality Indicator | | Evidence |
|------------|---|---|--|---|---|
| 2.1 | Development of the professional training courses | Partner university to develop continuing professional development course to be offered to both the academics and the relevant agencies. | 2.1.1 | List of courses/modules developed. | 1. A report covering Quality Indicators 2. List of developed modules, courses, programmes through eACCESS project. 3. Programme specifications or Module descriptors 4. Multimedia video / podcast on developed programmes |
| | | | 2.1.2 | List of courses/modules with lecture PPTs. It should have been developed by involving the relevant stake holders with inputs from EU partners. | |
| 2.2 2.3 | Teaching materials for the planned new teaching modules | Preparation of teaching materials like PPTs for the courses identified in 1.2 | 2.2.1 | List of courses/modules developed. | 1. A report covering Quality Indicators 2. All teaching material and contents from module VLE Moodle sites |
| | | | 2.2.2 | List of courses/modules with complete PPTs which can be used by the partner university. It should have been developed by taking into account the needs of the partner universities. | |
| 2.4 | Development of new teaching techniques and assessment methods | Preparation of teachers guide for teaching identified modules. | Resources for teachers to teach new courses. It should contain the following topics. | | 1. A report on implementation of module VLE Moodle site, covering different teaching, learning and assessment activities/methods. This will be teacher's guidebook |
| | | | 2.4.1 | Teaching method | |
| | | | 2.4.2 | Subject content | |
| | | | 2.4.3 | No and type of assessment methods | |
| 2.5 | Validation of the developed professional training courses. | Partner universities to conduct four professional trainings. | 2.4.4 | Assessment criteria for each type of assessment. | 1. A report covering the conduct of training, resource persons, number of participants, number of stakeholders, feedback analysis, social media report. |
| | | | 2.5.1 | No and duration of trainings conducted. | |
| | | | 2.5.2 | No of participants | |
| | | | 2.5.3 | No of relevant organisations | |
| 2.6 2.7 | Validation of the new teaching modules in power engineering. | Partner universities to implement the new modules. | 2.5.4 | Feedback from trainings | 1. A report covering Quality Indicators 2. Validation documentation: internal validation of individual (new/revised/restructured) modules within university 3. Validation outcome. |
| | | | 2.5.5 | Dissemination of trainings. | |
| | | | 2.6.1 | No of students attending the course | |
| | | | 2.6.2 | No of hours of teaching | |
| | | | 2.6.3 | Mean marks secured by students | |
| | | | 2.6.4 | No of students passing the course | |
| 2.8 | Training of trainers/tutors/teachers | Partner and EU universities to organise trainings. | 2.6.5 | Summary of teacher student feedback | 1. A report covering Quality Indicators and 2. Project mobility for training (staff mobility, travel, trips) 3. Training sessions details (webinars), training workshop for partner universities teaching staff and student |
| | | | 2.6.6 | Recommendations for further improvement | |
| | | | 2.8.1 | Content of training | |
| | | | 2.8.2 | No of teachers trained | |
| | | | 2.8.3 | Duration of trainings conducted | |
| | | | 2.8.4 | Feedback from trainings | |
| 2.8.5 | Feedback after implementing new courses | | | | |
| 2.8.6 | Need for further training | | | | |

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Work Package WP3

| ## | Deliverables | Description of Activity | Quality Indicator | | Evidence |
|------------|---|---|-------------------|--|---|
| 3.1 | Development of the first version of the eACCESS platform | Partner university to implement eACCESS platform. | | Release first version of the eACCESS platform. | Active VLE sites for modules, programmes using eACCESS VLE templates |
| 3.2 | Testing of the eACCESS platform at partner universities and user trainings. | Partner university to implement eACCESS platform. | 3.2.1 | No of users involved at partner universities | 1. A report covering Quality Indicators with user (staff and Student) engagement data. 2. Review and analysis of this data for determining further revision/ change in teaching and learning methods/approaches, assessments. 3. eACCESS platform Utilisation report. |
| | | | 3.2.2 | Success of tests | |
| | | | 3.2.3 | Feedback from pilot users | |
| | | | 3.2.4 | Recommendations for further improvement | |
| | | | 3.2.5 | Source of funding for upkeep of the platform beyond the project. | |
| 3.3 3.4 | Release of the final version along with detailed documentation of the eACCESS platform. | Release final version of eACCESS platform. | | Final version of eACCESS platform in English or local language based on the need along with detailed manual. | 1. Final version of module/programme content using eACCESS platform tool. 2. Manuals for maintaining / developing / updating eACCESS TLA tools |

Work Package WP4

| ## | Deliverables | Description of Activity | Quality Indicator | | Evidence |
|--------------------------|--|--|-------------------|---|--|
| 4.1 | Technical specifications of the physical laboratories. | Partner universities to submit the list in consultation with expert inputs from EU universities. | | Detailed specification of equipment required to upgrade the teaching facilities at the partner universities. | 1. A report with List of equipment as per Annexure-2 from each partner university. |
| 4.2 4.3 4.4 4.5 | Building and commissioning of the eACCES-HVPL, eACCESS-SGPL, eACCES-PEL, and eACCESS-CSL laboratories. | Partner university to procure through the standard process of procurement following both EU and local procurement rules and regulations. | 4.2.1 | No. of tender announcements | 1. A report covering Quality Indicators with Copy of tender document, announcement in the national media, bid evaluation report, supply order, and goods verification report. Annexure-3 |
| | | | 4.2.2 | No. of bidders | |
| | | | 4.2.3 | No. of equipment procured that meets technical and functional specification in 4.1. against the list submitted and advertised | |
| 4.6 | Technical manual for laboratories. | Each partner university to prepare instructional manual for each laboratory developed or upgraded. | 4.6.1 | Specification of equipment in the lab | 1. A report covering Quality Indicators with copy of instructional manual with minimum information as per Annexure-4. |
| | | | 4.6.2 | Maintenance and service procedures of equipment | |
| | | | 4.6.3 | Safety Measures | |
| | | | 4.6.4 | Instructional manual to conduct practical with sample observations/readings. | |

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Work Package WP5

| ## | Deliverables | Description of Activity | Quality Indicator | | Evidence |
|-----|--|---|-------------------|---|---|
| 5.1 | Quality assessment plan and procedures | Develop template to monitor and assess tasks output. | | Simple and easy to use templates that can be used for all tasks output. | 1. Quality evaluation report specifying Programme mgnt structure, QAC remits, 2. Task / Quality Indicators mapping table, 3. Indicative evidence specification for verifying task outcome. 4. Supporting forms and templates |
| 5.2 | Quality management reports | Submit 5 interim reports and one final report. | 5.2.1 | Punctuality: timely submission of reports | 1. Draft and final report. |
| | | | 5.2.2 | Regularity: submit interim reports as planned | |
| | | | 5.2.3 | Quality acceptance: without having to resubmit same report | |
| 5.3 | Certification and attestation report | Partner universities to initiate discussion or apply for accreditation. | 5.3.1 | No of internal accreditation (by local university) | 1. Certificate of accreditation/recognition. |
| | | | 5.3.2 | No of external accreditation board | |
| | | | 5.3.3 | Recognition of existing courses | |
| 5.4 | Sustainability plan for partner universities | Partner university to develop sustainability plan of courses beyond the project period. | | Plan to continue the courses beyond the project period, sources of fund for maintenance and upgradation of equipment. | 1. Plan and commitment of fund from the university. |

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Work Package WP6

| ## | Deliverables | Description of Activity | Quality Indicator | | Evidence |
|-----|---|---|-------------------|---|---|
| 6.1 | Dissemination & Communication, Exploitation Plan (DCEP) | Partner universities to plan and carryout dissemination activities. | | Number of dissemination activities planned and conducted during and after project period. | 1. A report of dissemination activities and Mapping table on tasks list and indicative dissemination pathways |
| 6.2 | The eACCESS project website | Develop eACCESS website | 6.2.1 | No of visitors to website | 1. A report covering Quality Indicators with analytics 2. Launched and running website. |
| | | | 6.2.2 | No of materials uploaded to the website | |
| | | | 6.2.3 | Feedback from the website visitors. | |
| 6.3 | Printed and audio-visual promotional materials | Partner universities to develop promotional materials. | 6.3.1 | No of printed course brochures | 1. Soft copy of course brochures, T-shirt design and video. Also sample of printed materials. |
| | | | 6.3.2 | No of T-Shirts/pens/mugs/ produced | |
| | | | 6.3.3 | No of newsletters mentioning eACCESS project | |
| | | | 6.3.4 | Social media sites like Facebook | |
| | | | 6.3.5 | Short promotional videos. | |
| 6.4 | Publications in scientific journals | Write scientific papers. | 6.4.1 | 3 journal papers in peer review, highly ranked journals. | 1. Papers published / accepted / submitted / under review / draft. |
| | | | 6.4.2 | 4 conference papers | |
| 6.5 | Workshop and meetings with relevant industrial partners | Partner universities to initiate and hold workshop with relevant organisations. | 6.5.1 | No of workshops and meetings organised | 1. A report covering Quality Indicators with clearly reflecting any agreements reached with relevant organisations. |
| | | | 6.5.2 | No of participants | |
| | | | 6.5.3 | No of organisations participating in the workshop | |
| | | | 6.5.4 | No of agreements signed for joint research | |
| | | | 6.5.5 | Evidence of willingness to accept students on attachment / internship. | |
| 6.6 | The final eACCESS conference | RUB to organise final eACCESS conference. | 6.6.1 | No of participants (60) | 1. A report covering Quality Indicators. 2. Conference proceedings |
| | | | 6.6.2 | No of relevant organisations participating (10) | |
| | | | 6.6.3 | No of government officials attending the conference (20) | |
| | | | 6.6.4 | No of participants from partner universities (20) | |
| 6.7 | Recruitment and promotional campaign | Partner universities to advertise recruitment process. | 6.7.1 | Number of different media where project information will be published | 1. A report covering Quality Indicators describing Teacher and student recruitment details. |
| | | | 6.7.2 | No of students selected based on selection criteria | |
| | | | 6.7.3 | No of teachers selected. | |
| | | | 6.7.4 | No of teachers trained | |
| 6.8 | Exploitation of laboratory facilities and implementation of horizontal student mobility | Partner universities to initiate students exchange. | 6.8.1 | No of students nominated on exchange | 1. A report covering Quality Indicators detailing on students completing exchange program. |
| | | | 6.8.2 | No of students accepted by other university | |
| | | | 6.8.3 | No of students accepted on exchange from partner universities | |

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Work Package WP7

| ## | Deliverables | Description of Activity | Quality Indicator | Evidence |
|--------------------------|---------------------------------------|-------------------------|---|---|
| 7.1 7.2 7.3 7.4 | Periodical project management reports | | No and timely conduct of meetings, timely circulation of minutes of meeting, submission of interim and final reports to EU without need for resubmission. | 1. All communication (meetings), progress / deliverable reports, Evidence, reviews on a repository. |

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9. QAC Questionnaire

| | |
|-------------------------|--|
| Work Package | |
| Deliverable Name | |

1. Assessment of Deliverables by the Reviewer

Mark with X the appropriate column (Y: Yes - N: No - NA: Not applicable)

| A. Format | | | | |
|--|---|---|----|----------|
| | Y | N | NA | Comments |
| Does the document meet the commitments/objectives from project proposal? (answer with Y/ N only) | | | | |
| Does the document contain: WP number, Deliverable name, Version, Author Name and Date? | | | | |
| Does the document contain all the necessary official logos of the project and the program? | | | | |
| Does the document include a Table of Contents? | | | | |
| Does the document include a list of participants and reviewers (approvals)? | | | | |
| Does the document use the fonts and paragraphs defined in the official template? | | | | |
| Does the spelling, grammar etc. of the document is appropriate? | | | | |

Mark with X the appropriate column:

| B. Contents | <input type="checkbox"/> Applicable | | <input type="checkbox"/> Non Applicable | | |
|--|-------------------------------------|--------------|---|-----------|----------------|
| | 1 Poor | 2 Average | 3 Satisfactory | 4 Good | 5 Very Good |
| The clarity of the contents of the document is evaluated as... | | | | | |
| How does the content of the document match the description in the proposal? | | | | | |
| How is the treatment of the contents of the document regarding the required depth? | | | | | |

Mark with number at each of the KPI (0-Not at all, 1-Partially, 2-Largely, 3-Completely)

| | |
|--|--|
| Does the project results described in the document reach the relevant Key Performance Indicators? (please comment on all KPI linked to the outcome in the KPI matrix, add rows if needed) | |
| KPI 1, Number: , Name: | |
| KPI 2, Number: , Name: | |
| KPI 3, Number: , Name: | |
| | |

Answer each question below with Yes/No:

| | |
|--|--|
| Does the document need the addition of sections to reach completeness? | |
| Are there any sections in the document that should be removed? | |

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2. Observation and suggested improvements (*add rows as needed*)

| Page No. | Section | Observation and suggested improvement |
|----------|---------|---------------------------------------|
| | | |
| | | |

3. Conclusion (Mark with X the appropriate line)

| | |
|--|--|
| Document accepted, no changes required | |
| Document accepted but changes required | |
| Document not accepted, it must be reviewed after changes are implemented | |

| | |
|---|--|
| Date of Review | |
| Reviewer's Name & Organization (from QCMB) | |



10. Annexure 1

Curriculum Quality Plan

1. Aims
2. Learning outcomes of the program
3. Program structure and resources
 - Credit
 - Courses
 - Teaching facilities
 - Laboratory facilities
 - Learning management system
4. Entry Requirements
 - Student selection criteria
 - Planned student no
5. Academic Staff
 - Recruitment criteria
 - Qualification
 - Experience
 - Language competency
6. Need for upgrades of laboratories, programmes, teaching modules and course units.

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11. Annexure 2

| Procurement of Lab Equipment for eACCESS | | | | | | | | |
|--|--------------------------------|------------------------------|---|------------------------|-----------------|----------------|-----|---------|
| Sl.No | Equipment/ Instrument | Module/Course/Subject | Practical | Lab | Lab incharge | Approx Cost | Qty | Remarks |
| 1 | Transformer oil testing kit | Switchgear and Protection | Test dielectric strength of transformer oil | Power System lab | Mr/Ms XXX | \$YYY | 1 | ... |
| 2 | ... | ... | ... | ... | ... | ... | ... | ... |
| 3 | ... | ... | ... | ... | ... | ... | ... | ... |
| ... | ... | ... | ... | ... | ... | ... | ... | ... |

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12. Annexure 3

Verification Report of Laboratory Equipment

| ## | Equipment | Specifications | Qty | Unit | Rate | Amount | Name of Lab |
|----|-----------|----------------|-----|------|------|--------|-------------|
| 1 | | | - | - | - | | - |
| 2 | | | - | - | - | | - |
| 15 | | | - | - | - | | - |

- Remarks:**
1. The goods were received, installed and commissioned in presence of the following members.
 2. The goods were found to be in working condition with operating manuals and meets the specification as per the bid
 3. The goods were tested and found OK

Verification Team:

| | | | |
|--------------------------|---------------------------------|---------------------------------------|-------------|
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13. Annexure 4

{ A template for the description of the eACCESS laboratory assets and activities }

{ Title } LABORATORY MANUAL: HIGH VOLTAGE LAB

{ Necessary description of the infrastructure including technical documentation and maintenance guideline }

{ Description of activities including instructions for the teachers and students }

- THEORETICAL BASICS

- PRACTICAL EXERCISE-1:
 - OBJECTIVE:
 - APPARATUS REQUIREMENT
 - EXPLANATION
 - PROCEDURES
 - OBSERVATION TABLE
 - MODEL GRAPH
 - RESULT ANALYSIS
 - INFERENCE /DISCUSSION

- PRACTICAL EXERCISE-2:
 - OBJECTIVE:
 - APPARATUS REQUIREMENT
 - EXPLANATION
 - PROCEDURES
 - OBSERVATION TABLE
 - MODEL GRAPH
 - RESULT ANALYSIS
 - INFERENCE /DISCUSSION

- PRACTICAL EXERCISE-3:
...
- PRACTICAL EXERCISE-4:
...

| | | | |
|--------------------------|---------------------------------|---------------------------------------|-------------|
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14. Final remarks

The deliverable includes the initial set of rules for the project management and quality management of the project output to be applied by the task leaders and the QAC in the day-to-day implementation of the project resulting in high quality and timely outcome including the planned deliverables.

The deliverable will be reviewed periodically and necessary modification will be implemented. In this context the changes must be accepted or rejected by the PMC, PPC and task leaders in the written form, within two weeks after the new version of the deliverable D5.1 will be published.

| | | | |
|--------------------------|---------------------------------|---------------------------------------|-------------|
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