

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



573965-EPP-1-2016-1-SE-EPPKA2-CBHE-JP

Enhancing innovation competences and entrepreneurial skills in engineering education

(INNOCENS)

Quality Control Manual

Update: October 2018

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1. Introduction

Quality control is an important part of the INNOCENS project. This manual aims to provide guidelines and agreed procedures that ensure that all planned activities of the INNOCENS project will be implemented successfully and produce the expected outcomes which are consistent with the general and specific objectives of the project.

The guiding principles of the quality control within the INNOCENS project are:

- Quality control should be implemented in all project activities, for all project partners/members and during the whole project period
- Quality control should focus on the outcome of each project activity, against the project objectives described in the project plan

Quality control will be performed by internal actors of the INNOCENS consortium:

- project coordinator
- Project Management Board (PMB)
- local coordinators at partner organizations
- management officials of project partners (universities or other organizations)

Quality control can also be performed by external stakeholders:

- external experts
- members of the International Advisory Board (IAB)
- National Erasmus+ Officers
- other stakeholders

Organizations for quality control and their responsibilities as well as quality control procedures will be described in more details in this manual.

The INNOCENS project involves a number of meetings, workshops and training courses. Another important activity is curricular development including development of syllabus. For all these activities, it is necessary to have well-defined procedures to ensure outcomes of high quality.

2. Organizations and Responsibilities

2.1 Project Coordinator

Project coordinator has the overall responsibility for the whole project, in particular monitoring and quality control. The project coordinator should:

- plan and coordinate project activities, and assign necessary human and financial resources for different tasks
- monitor the progress of all ongoing activities
- identify problems and difficulties and take necessary actions accordingly
- evaluate completed activities and results against project objectives and expected outcomes
- check and verify financial expenses of all project partners

To effectively monitor and evaluate project activities, the project coordinator should inform all partners on each work package and task,

- work package title and WP leader
- responsible partners
- place of activities
- period of actions and deadlines
- objectives of the activity and expected outcomes

2.2 Project Management Board (PMB)

PMB is the highest decision-making body of INNOCENS project, consisting of local coordinators at all project partner organizations. A list of PMB members can be found in [Annex 1](#). The PMB will have 3 annual meetings, plus some working meetings in connection with other project events.

At annual meetings, the PMB will:

- receive report on completed activities
- evaluate achieved results against the project's objectives
- approve the activities or
- provide instructions on improvement to achieve intended results of good quality

2.3 International Advisory Board (IAB)

IAB consists of external representatives for geodesy stakeholders in the four partner countries, including students, public agencies and private enterprises. A list of members of the IAB can be found in [Annex 2](#). The IAB will have three annual meetings during the entire project period.

IAB will:

- receive activity report from the INNOCENS project consortium
- evaluate project activities and achieved results

- comment on major project output such as questionnaire survey report, geodesy curricula and syllabus
- provide advices and guidances on future project activities

2.4 Management of the Partner Organization

The project coordinator and local coordinator at each partner organization will timely report project activities and project results to the management of the partner organization. Feedbacks will be communicated within the project consortium for improving project implementation.

2.5 National Erasmus+ Offices

National Erasmus Officers will make field monitoring to partner organizations. Feedbacks from the monitoring visits will be disseminated within the project consortium and necessary actions be taken accordingly.

3. Quality Control Procedures

3.1 Meetings, Trainings/Workshops and Other Events

The INNOCENS contains a number of events, such as project working meetings, annual meetings of the Project Management Board and International Advisory Board, training courses, workshops, etc. Events will take place at different partner organizations, sometimes attended by all project partners and sometime only by a fewer partners.

Quality Control Activities

All events should follow the procedures and requirements described below. The purpose is to ensure that all events are held effectively and efficiently, and that they contribute to the achievement of the project objectives.

Quality Control Process

Effective and productive organization of an event requires:

- A **responsible person** is appointed. This person, together with the project coordinator, will take the responsibility for the whole event.
- An **agenda** (or **programme** or **training plan**) is distributed in advance to all participants.
- **Practical information** is provided to participants, such as information on travel, insurance, accommodation, safety, telecom and internet access, etc.
- **Attendance** list is signed by every participant every day.
- A **minutes**, in case of a meeting, is drafted by the responsible person and commented by all participants and distributed to all project partners.
- **Assessment**, in case of training, is performed either through written exams or other forms (project work, report writing, seminars, work plans, etc)
- **Feedbacks** are collected at the end of the event to identify what in the event was good and what should be improved in future events. Feedbacks can be collected from an anonymous survey using a standard questionnaire ([Annex 3](#))

Quality Control Criteria

- Fulfilment of the objective of the event
- Compliance with project plan
- Compliance with Erasmus+ regulations and standards

Outcomes

- Agenda (programme)
- Signed attendance list
- Meeting minutes
- Feedbacks

3.2 Curricular development

Curricular development in INNOCENS project concerns development of two new courses on innovation and entrepreneurship, including detailed syllabus for both courses.

Quality Control Activities

Curricular development will be based on the questionnaire survey among stakeholders in partner countries, considering the needs and requirement of partner country societies and technological challenges.

The proposed syllabus should be reviewed by INNOCENS project team members, members of the Project Management Board, members of the International Advisory Board, and other stakeholders.

The new syllabus should be approved by the university administration.

Quality Control Process

- Working groups are formed to be responsible for curricula and syllabus
- A standard template ([Annex 4](#)) is used for developing syllabus, including detailed list of learning outcomes.
- Feedbacks on proposed syllabus are collected from Project Management Board, members of the International Advisory Board and other stakeholders
- Submission for approval by university administrations

Quality Control Criteria

- Compliance with results from stakeholder survey
- Compliance with Bologna higher education system
- Compliance with national regulations in higher education
- Approval by university administrations

Outcomes

- Complete syllabus
- Comments by members of the International Advisory Board
- Approval by university administrations

3.3 External evaluation

Evaluation of the INNOCENS project by international experts is an external quality assurance measure which aims to obtain independent opinions on the INNOCENS project design and implementation.

Quality Control Activities

The three experts will visit partner universities during one week period in December 2018. At the end of the visit, they will evaluate the project design and implementation and deliver a written evaluation report.

Quality Control Process

- Experts receive progress reports from the Project Coordinator as well as representatives from partner country universities.
- Experts meet university managements, staff and students
- Experts inspect innovation centers established by the INNOCENS project
- Experts evaluate project design and implementation results

Quality Control Criteria

- Syllabus are in compliance with Bologna system and national regulations and consistent with the needs and requirements of partner country societies
- Innovation pedagogy and assessment is implemented at partner country universities
- Innovation centers are operational and business coaching is provided to students and teachers
- Effective and efficient project implementations

Outcomes

- Progress reports by INNOCENS team members
- Visiting agenda for external experts
- Written evaluation report by external experts

4. Quality Control in financial management

4.1 Reporting of costs of travel and stay

All reporting of costs of travel and stay will follow strictly the unit cost principle of the Erasmus+ Programme. This applies to both reporting from each partner organization to the project coordinator, and from project coordinator to EACEA.

For the INNOCENS project, the unit cost of travel is listed in [Annex 5](#). Cost of stay is calculated as 120 EURO per day, including travel days and working days. Reporting of costs of travel and stay should include the signed Individual Travel Report (ITR) ([Annex 6](#)) together with supporting documents.

List of supporting documents can include:

- Boarding passes
- Electronic tickets, receipts, invoices
- Bus/train tickets
- Petrol receipts/invoices, photos from travel by cars
- Hotel bills
- Agenda or programme
- Attendance list with signature
- Meeting minutes
- Other documents or results produced from/during the mobility

Quality Control Process

- Staff members submit signed Individual Travel Report (ITR) together with supporting documents
- Local coordinator at partner organization checks and verifies the ITR
- Management of the partner organization approves the ITR
- Project coordinator checks and approve the ITR

Quality Control Criteria

- Compliance with Guidelines on the use of the grant
- Unit-cost principle is strictly followed
- ITR is signed
- Sufficient supporting documents

Outcomes

- Original hard copy is submitted to the project coordinator

4.2 Reporting of staff costs

Reporting of staff costs requires signed staff convention ([Annex 7](#)) and time sheet ([Annex 8](#)). Daily salary rates should not exceed the rates set by the Erasmus+ Programme (see Table 1 below).

Table 1. Daily salary rates in EUR for INNOCENS partners

<i>Country</i>	<i>Teachers/researchers</i>	<i>Administrative staff</i>
Finland	241	157
Spain	137	78
Sweden	241	157
Armenia	33	17
Belarus	33	17
Georgia	57	32
Kazakhstan	57	32

Quality Control Process

- Staff members submit signed joint declarations together with time sheets
- Local coordinator at partner organization checks and verifies the joint declarations and time sheets
- Management of the partner organization approves and signs on the declarations and the time sheets
- Project coordinator checks and approves the declarations and the time sheets.

Quality Control Criteria

- Compliance with Guidelines on the use of the grant
- Strictly follow the daily salary rates set by Erasmus+ Programme
- Staff conventions and time sheets are signed by the staff member **and** the management of the partner organization
- Sufficient description of tasks performed in the time sheets

Outcomes

- Original hard copy is submitted to the project coordinator

Annex 1

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573965-EPP-1-2016-1-SE-EPPKA2-CBHE-JP
Enhancing innovation competences and entrepreneurial skills
in engineering education (InnoCENS)

2018-06-19

Project Management Board (PMB)

The PMB consists of all local coordinators at project partner organizations.

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List of Members of the International Advisory Board (IAB)

(updated: 2018-06-19)

	Name	Organizatio and address	Passport number	Email	Phone nr
1	Professor José Millet Roig	Polytechnic University of Valencia Spain		jmillet@eln.upv.es	+34 96 3879107
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Feedbacks on InnoCENS project events

Event:

Place:

Period:

1 = completely disagree, 3 = neutral, 5 = completely agree

1 2 3 4 5

- | | | | | | |
|---|---|---|---|---|---|
| 1. I have received sufficient background documents before the event | Υ | Υ | Υ | Υ | Υ |
| 2. I have got sufficient information on travel & accommodation | Υ | Υ | Υ | Υ | Υ |
| 3. The time allocated for the event is sufficient and appropriate | Υ | Υ | Υ | Υ | Υ |
| 4. The technical equipment incl. internet functions satisfactorily | Υ | Υ | Υ | Υ | Υ |
| 5. I am satisfied with social activities during the event | Υ | Υ | Υ | Υ | Υ |
| 6. The event has achieved its objectives | Υ | Υ | Υ | Υ | Υ |
| 7. What should be improved in future events ? | | | | | |

Thank you for your valuable feedback !

Annex 4

Course name			
ECTS credits			
Lecturer			
Learning outcomes	After completing this course, the students should be able to: <ol style="list-style-type: none"> 1. 2. 3. 4. 5. 		
Syllabus (List of lessons)	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
Course literature			

Annex 6

ANNEX III - INDIVIDUAL TRAVEL REPORT for travel costs and costs of stay

To be filled in by *each* participant

In case of circular/multiple travels, please fill in separate Individual Travel Reports.

Ref. No.....Project No. 573965-EPP-1-2016-1-SE-EPPKA2-CBHE-JP
 The reference number must correspond to the progressive numbering indicated in the financial statements in the final report

(1) PERSONAL DATA

Surname: Forename:
 Nationality:
 Home institution:
 Staff position/student year of study at home institution:

(2) TYPE OF ACTIVITY (Tick as appropriate)

STAFF	STUDENTS
<input type="checkbox"/> Teaching/training assignment	<input type="checkbox"/> Study period
<input type="checkbox"/> Training and retraining purposes	<input type="checkbox"/> Participation in intensive courses
<input type="checkbox"/> Updating programmes and courses	<input type="checkbox"/> Practical placements, internships in companies, industries or institutions
<input type="checkbox"/> Practical placements in companies, industries and institutions	<input type="checkbox"/> Participation in short term activities linked to the management of the project
<input type="checkbox"/> Project management related meetings	
<input type="checkbox"/> Workshops and visits for result dissemination purposes	

(3) DETAILS OF THE TRAVEL

PERIOD*	From (Depart date) <i>(dd/mm/yy)</i>	To (Return date) <i>(dd/mm/yy)</i>
PLACE OF DEPARTURE**	HOME INSTITUTION	
	COUNTRY..... CITY.....	
PLACE OF DESTINATION/ LOCATION OF ACTIVITY	HOST INSTITUTION	
	COUNTRY..... CITY.....	
TRAVEL DISTANCE***	Km	

*Please indicate period of travel from departure to return to place of origin
 ** If different from Home institution please enclose authorisation from the Agency
 ***Travel distance in Km (One-way travel using distance calculator: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm) from place of departure to location of activities

(4) DETAILS OF THE ACTIVITY

DATES (excluding travel)	From (date): To (date):
DESCRIPTION OF ACTIVITY(IES) PERFORMED (brief description of the activities performed)	
.....	
.....	
.....	
.....	
.....	

SIGNATURE OF THE PARTICIPANT

I hereby declare that I have been carrying out the above-mentioned activities.

Date:.....

Signature:

JOINT DECLARATION

Ref. No.....

Project No. 573965-EPP-1-2016-1-SE-EPPKA2-CBHE-JP

The reference number must correspond to the progressive numbering indicated in the financial statements of the final report

FROM

Hereinafter "the Institution"*

AND

Name:

Address:

Hereinafter "the Staff member"*

THE INSTITUTION AND THE STAFF MEMBER HEREBY CERTIFY THAT:

1. The Institution is a member of the partnership for the above-mentioned project.
2. The Staff member is either:
 - employed by the Institution and is part of its payroll system YES/NO
 - or
 - a natural person ** assigned to the project on the basis of a contract against payment YES/NO
3. The Institution and Staff member agree that the Staff member has worked on this project and performed the following duties during the project's eligibility period.

dd/mm/yy

dd/mm/yy

FROM		TO	
-------------	--	-----------	--

Please describe the outputs produced (short overall indication since detailed information has to be given in the accompanying time-sheet):

.....

4. Please complete the following information.

Staff category (Manager / Researcher, Teacher, Trainer / Technician / Administrative staff)	
Country of the Institution	
Number of days worked and charged to the project (according to time-sheet)	

5. This declaration does not alter in any way the employment conditions/assignment already existing between the Institution and the Staff member and is established solely for the purpose of justifying the Staff costs that the Institution will charge to the *Erasmus+ Capacity Building in Higher Education* grant.

Done in

Date

Name.....

Function.....

Institution

Staff member name.....

Signature and Stamp of the Institution

Signature of the Staff member

**The declaration must be signed by the person concerned, then signed and stamped by the person responsible in the Institution where this person worked for the project. The Institution must be a member of the partnership.*

*** A natural person (individual) can be assigned to the action also on the basis of e.g. a civil contract, a free-lance contract, an expert contract, a service contract with self-employed person ("in house consultant) or a secondment to the Institution against payment. The costs of such natural persons working under the action may be assimilated to the costs of personnel, if:*

- (i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed); and*
- (ii) the result of the work belongs to the Institution (unless exceptionally agreed otherwise); and*
- (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract within the institution*

