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Action Type: Strategic Partnerships for higher education
Enhancing of Heritage Awareness and Sustainability of Built Environment in Architectural and Urban Design Higher Education
H E R S U S

Project Reference: 2020-1-RS01-KA203-065407

H E R S U S

Enhancing of Heritage Awareness and Sustainability of Built Environment in Architectural and Urban Design Higher Education

Quality Assurance Plan

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HERSUS

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Project Acronym:	**HERSUS**
Project full title:	**Enhancing of Heritage Awareness and Sustainability of Built Environment in Architectural and Urban Design Higher Education**
Project Reference:	**2020-1-RS01-KA203-065407**
Funding Scheme:	ERASMUS+ Strategic Partnership in Higher Education
Coordinator:	UB – UNIVERSITY OF BELGRADE, Serbia
Participating HEIs:	IUAV – UNIVERSITA IUAV DI VENEZIA, Italy UCY – UNIVERSITY OF CYPRUS, Cyprus AUTH – ARISTOTELIO PANEPISTIMIO THESSALONIKIS, Greece USE – UNIVERSIDAD DE SEVILLA, Spain
Project start date:	November 1, 2020
Project duration:	34 months
Project URL:	http://hersus.org/

Abstract	The Quality Assurance Plan (QAP) is a deliverable related to the Project Management and Implementation activities of the HERSUS project. It has been created and structured by the lead organization of HERSUS. The QAP outlines the main aspects of quality management and defines principles, requirements and procedures needed for an effective implementation of quality assurance and control. Accordingly, templates which support an effective quality assurance and control of all HERSUS creative, organizational and disseminating activities and intellectual outputs are provided as annexes.

Project topics

ENVIRONMENT AND CLIMATE CHANGE

NEW INNOVATIVE CURRICULA/EDUCATIONAL METHODS/DEVELOPMENT OF TRAINING COURSES

CREATIVITY AND CULTURE

Project description

HERSUS proposes enhancing and testing of innovative teaching practices in the field of sustainability of the built heritage. The project strives to enhance the competence and motivation of educators and researchers to include

curricula elements that will have tangible results, preparing students and educators to become real actors of the environmental change.

The practice and education in the field of architectural and urban design related to the awareness raising about the sustainability of the built environment and heritage face numerous challenges such as social transformation, climate change, globalisation, urbanisation and housing issues. HERSUS target groups (teachers/trainers/tutors, and students) need specific training and teaching activities within the frame of sustainability of the urban and architectural heritage: (1) a new profile of an architect/urban designer, a professional that is trained in the broad architectural domain, who owns technical, technological, socio-humanistic and artistic skills and, therefore equipped to contribute to the socio-environmental challenges, and (2) a new profile of architectural educator capable of assuming responsibility for the improvement of education and training of the future architects to enable them to meet the expectations of 21st-century societies worldwide for sustainable human settlements in every cultural heritage.

Project objectives

The main objective of the project is creating and piloting new innovative courses/group of courses/extracurricular activities within existing study programs of participating HEI, which can contribute to bridging the gap between sustainability and heritage. HERSUS aims (1) to enhance existing study programs at the MSc level, and (2) to achieve a stable and sustainable education framework complementary to the globally established goals in the field of architectural and urban studies education.

More specifically, the project objectives are:

- to increase employability by targeting labour market needs in designing of a sustainable environment,
- to develop and implement new courses and extracurricular activities in sustainability and heritage at the MSc levels at partner HEIs,
- to increase capacity building for study,
- to strengthen the teaching and pedagogical competences of academic staff,
- to promote greater awareness about the types and methods of innovative and sustainable-directed teaching and learning,
- to reinforce the network of project partners, and
- to disseminate results.

Consortium statement

HERSUS will bring together 5 HEIs from Serbia, Italy, Cyprus, Greece and Spain which will work together to design and develop the courses and disseminate them through international training courses, workshops and a jointly built Sharing Platform. The project proposes a number of activities of cooperation between the research sector, private and public sector, targeting both local and regional support towards higher education-practical arena cooperation. Access to the outputs and activities will be open, and therefore useful to students and educators as well as to the broader audience.

Expected results and the long-term impact

The results of the HERSUS project and the longer-term impact lie in five perspectives:

(1) Research and action: analytical, process and problem-based research which is expected to result in (a) a review of good practices in the subject area, (b) a critical questionnaire report in the subject area, and (c) Statements for Teaching through design for Sustainability of the Built Environment and Heritage Awareness.

(2) Information and enhancing of awareness: to broaden and raise awareness of the importance of sustainability and heritage thematic frameworks, while disseminating results at national and European level. Sharing Platform will be an open and publicly available repository for education and strategies for strengthening it.

(3) Networking: in the sense of the transnational strategic partnership establishment between urban and architectural design schools in European border areas. The network has the potential for rollout to a large number of participating members and address common challenges through cooperation activities.

(4) Education and training: the improvement of the quality of teaching and curricula. Innovative methods developed through HERSUS will allow increasing and updating the educational offer in sustainability and heritage thematic framework within urban and architectural study programmes.

(5) Design and development: the development of new and innovative curricula and teaching methods for urban and architectural design schools in Europe.

The project should enhance the quality and relevance of human capital development in higher education and strengthen the knowledge triangle between education, research, and practical arena. Therefore, HERSUS will support the development of learning-outcomes-oriented curricula that better meet the needs of students aligning them with the labour market requirements.

ERASMUS + Project Search link: https://ec.europa.eu/programmes/erasmus-plus/projects/eplus-project-details/#project/2020-1-RS01-KA203-065407

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HERSUS

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Table of Content

DOCUMENT CONTROL SHEET

1 INTRODUCTION

2 QUALITY CONTROL AND MONITORING

- 2.1 Documents
- 2.2 Project Management and Implementation
- 2.3 Dissemination and exploitation
- 2.4 Intellectual outputs

3 INTERNAL QUALITY CONTROL AND MONITORING

- 3.1 Project Quality Assurance Strategy
- 3.2 Roles and Responsibilities

4 EXTERNAL QUALITY CONTROL AND MONITORING

5 GENERAL PROJECT GUIDELINES

ANNEXES

Annex 1 - HERSUS Document Template

Annex 2 - HERSUS Presentation Template

Annex 3 - HERSUS Minutes of the Meetings Template

Annex 4.1 - HERSUS Meeting Attendance Sheet template - Virtual meetings

Annex 4.2 - HERSUS Meeting Attendance Sheet template - Regular meetings

1 INTRODUCTION

The Quality Assurance Plan (QAP) has been created and structured by the Quality Assurance team (QAt) of UB-FA, as a lead organization, in M3-M4 of the project and it will be updated and used by all project partners during the project implementation. It encompasses procedures, methodologies and performance indicators that will help in monitoring the progress of the project on a both external and internal level.

Internal quality control and monitoring will be performed by the Quality Assurance team (QAt) with the purpose to achieve the best results and overcome any potential obstacles. In addition, an Evaluation form has been created for quality evaluation of all HERSUS events (TPMs, LTT, and MEs), and a particular evaluation form for quality control of Intellectual outputs (IOs).

2 QUALITY CONTROL AND MONITORING

This chapter presents the quality control and monitoring mechanisms for the HERSUS project implementation, regarding all aspects of management, followed by introducing standardized documents for reporting, dissemination, communication, decision making, etc, as well as for the realization of proposed activities and creation of the planned intellectual outputs. The HERSUS consortium share same statement and approach that the overall objectives are focused on creating the planned intellectual outputs and implementing them with the highest possible level of quality.

2.1 Documents

A consistent and common format for all document-based deliverables is to be followed by all partners, using templates provided within this plan:

Annex	Usage
Annex I	Word Document Template will be used for all kinds of HERSUS written materials
Annex II	Power Point Presentation Template will be used for preparing presentations of events, outputs, etc.

Annex III	Meeting Minutes Template will be used for the preparation of team meeting reports, regarding the TPMs, MEs and LTTs as well as Zoom meetings.
Annex IV.1 and Annex IV.2	Attendance Sheet Template will be filled in during every type of meeting – TPM, ME and LTT.

Additional annexes and templates for individual intellectual outputs will be created during the project and updated within this document.

These templates, as well as the additional ones related to HERSUS dissemination, defined within HERSUS DEP are adopted in order to ensure a uniform appearance of all deliverables, as well as to ensure that a minimum amount of information is presented in a standardized way and consistently in all documents produced by the project. This is not relevant to deliverables that by their nature need to have a different format – for example, the publication of the Handbook and its chapters, Workshop Booklets etc.

When partners produce studies and publications as deliverables, they are obliged to use the Erasmus+ logo consisting of the sentence: "*Co-funded by the Erasmus+ Programme of the European Union*" on the cover or the first page. Moreover, they must use the following disclaimer on the inner pages: "*This project is co-funded by the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein*".

2.2 Project Management and Implementation

In order to ensure the highest quality of project management and implementation, HERSUS Consortium was created and delivered the Gantt scheme of the project as Annex within Project application. This Gantt scheme is crucial to ensuring the effectiveness, decisiveness, flexibility and quality of work related to Project Management and Implementation activities.

Consortium established a strong and committed network of participants with an added value of all individuals, whose role in the project is specific. The University of Belgrade selected 14 participants relevant to the subject area as the leading organisation. In comparison, the other participating organisations proposed 28 participants (IUAV – 5, UCY – 8, AUTH – 6, USE – 9), with the possibility of expanding the team of core participants as needed (see: http://hersus.org/consortium/).

Considering the specific educational, scientific and practical fields for which HEIs participants have competencies, three "RE" Expert Groups will be created during the project lifetime: (1) REconstruct, (2) REuse, and (3) REsilience. Each partner will select "RE" Expert Group participants, including all levels of seniority: (1) Seniors - Full and Associate Professors, Research Fellows, (2) Intermediates - Assistant Professors and Research Associates, and (3) Juniors - Teaching Assistants/Associates and Research Assistants/Trainees. HERSUS has particularly encouraged the involvement of junior academic staff in order to strengthen their capacity to become involved in international projects and to create a sustainable framework for professionals to create, manage and implement similar projects in the future.

The management structure of the project has been preliminary designed in a preparatory phase to ensure a successful realisation of the all groups of planned activities. Management structure will involve Project Coordinator, Project Management Team (PMt), Quality Assurance team (QAt), Dissemination and Communication team (DCt), Programme Board (PB), and Three Expert groups – REconstruct, REuse, REsilience (EG1, EG2, EG3) with Group leaders.

Project Management and Implementation consists of five main groups of activities in line with management structure budget control, communication, dissemination, monitoring, and quality assurance.

The Project Coordinator is part of a leading organisation and will be responsible for overall project management, efficient use of the project grant, communication, and reporting to Erasmus+ NA.

The HERSUS project Coordinator:

- Cooperates with the QAt and the IO Leaders on all matters arising relevant to ensuring the quality of the project's intellectual outputs,
- Accepts the intellectual outputs or provides final comments to the IO Leader,
- Cooperates with the IO Leader in order to ensure that all activities are progressing in conformity with each other and that any cross-activities inputs and outputs are being delivered as foreseen by the description of the activities,
- Informs the QAt of any changes in the implementation of the project that may affect the timing or the content of the relevant outputs,
- Officially submits all approved outputs and consults after their approval.

The Project Management Team consists of five contact persons from 5 participating HEI, led by UB. PMg will include in the structure (1) a leading project manager – person in charge of an efficient internal and external communication, (2) an expert academic – a tutor responsible for creating educational programme, and (3) a project administrator – person in charge for financial issues.

The PMt is coordinated by UB-FA and is responsible for the following:

- Manages all operational aspects of the project;
- Identifies potential risks;
- Monitors risks;
- Monitors Gant Chart;
- Monitors the quality of the project as it develops.

Quality Assurance Team will include one member from each participating organisation. This team will be responsible for implementing the Quality Control activities, along with internal quality control and monitoring of results.

QAt is responsible for the following:

- for the Quality Assurance exercise of intellectual outputs,
- QAt receives each drafted intellectual output from the IO Leader and provides feedback,
- Sends the review of outputs to the IO Leader and the Coordinator,
- Verifies the satisfactory implementation of the recommendations included in the review of outputs, in co-operation with the IO Leader,
- Cooperates with the Project Coordinator on general issues related to the level of quality of the project's outputs, as appropriate.

Dissemination and Communication Team will be formed as a part of the PMg to develop and implement a comprehensive external and internal strategy.

DCt is coordinated by the lead HEI, UB-FA, and:

- Is responsible for the creation and implementation of the Dissemination and Exploitation plan;
- Is responsible for the creation and publication of content via different communication channels;
- Is responsible for communication with associated partners;
- Prepares reports necessary for the quality control of results (number of actions on website and social media, use of developed tools, number of likes, followers, content views etc.).

The Programme Board established of one representative from each HEIs will be in charge of evaluating the overall progress of the project, both the process of developing and implementing the project and its actual impact on its target audience. The PB will also be in charge of conflict management and will guide the project team if necessary.

The Programme Board will involve 5 Scientific Coordinators and is responsible for the following:

- Provides advice, and, if necessary, makes decisions about changes to the project as it develops.
- Is in charge of conflict management;
- If there is a need for an additional control, officially approves and finally accepts the outputs;
- Is responsible for the monitoring and evaluation of the overall progress and impact of the project.

6. Considering the specific fields for which HEIs participants have competencies three Expert Groups were created in the project preparation phase – 3 "RE" Expert Groups: (1) REconstruct, (2) REuse, and (3) Resilience. Each group will have representatives from all participating countries and one team of leaders.

The appointed Expert teams for all HERSUS intellectual outputs are responsible:

- for coordinating the development of the intellectual outputs
- for creating templates/forms for the work on particular intellectual outputs – protocols and templates,
- for assigning parts of the work to other partners involved in the activities,
- for coordinating the work of other partners involved in the activities, providing guidance when necessary,
- for aligning the contributions of other partners involved in the activities, in order to produce the intellectual outputs,
- for the submission of the drafted intellectual output to the Programme Board and the Project coordinator,
- for implementing the suggestions of the QAt, assigning certain amendments as appropriate,
- for sending the amended draft of the intellectual output,
- for reporting to the Project Coordinator – if he has not been already directly involved – on any problems occurring during the implementation of the activities.

Table 01. Project Management team (PMt)

Country	HEI	Responsible Person	E-mail
Serbia	UB	Vladan Djokić, Project Coordinator	vdjokic@arh.bg.ac.rs
Italy	IUAV	Enrico Anguillari	enrico.anguillari@iuav.it
Cyprus	UCY	Maria Philokyprou	philokyprou.maria@ucy.ac.cy
Greece	AUTH	Konstantinos Sakantamis	ksakanta@arch.auth.gr
Spain	USE	Mar Loren Mendez	mar@arqyestudio.com

Table 02. Programme Board (PB), Scientific Coordinators

Country	HEI	Responsible Person	E-mail
Serbia	UB	Ana Nikezić	ana.nikezic@arh.bg.ac.rs
Italy	IUAV	Emanuela Sorbo	esorbo@iuav.it
Cyprus	UCY	Maria Philokyprou	philokyprou.maria@ucy.ac.cy
Greece	AUTH	Konstantinos Sakantamis	ksakanta@arch.auth.gr
Spain	USE	Mar Loren Mendez	mar@arqyestudio.com

Table 03. Quality Assurance team (QAt)

Country	HEI	Responsible Person	E-mail
Serbia	UB	Milica Milojević	m.milojevic@arh.bg.ac.rs
Serbia	UB	Jelena Ristić Trajković	jelena.ristic@arh.bg.ac.rs
Italy	IUAV	Emanuela Sorbo	esorbo@iuav.it
Cyprus	UCY		

Greece	AUTH	Kleoniki Axarli	Axarli@arch.auth.gr
Spain	USE		

Table 04. Dissemination and Communication team (DCt)

Country	HEI	Responsible Person	E-mail
Serbia	UB	Aleksandra Milovanović	alekmil@arh.bg.ac.rs
Serbia	UB	Aleksandra Djordjević	aleksandra.dj@arh.bg.ac.rs
Serbia	UB	Mladen Pešić	mladen.pesic@arh.bg.ac.rs
Italy	IUAV	Enrico Anguillari	eanguil@iuav.it
Cyprus	UCY		
Greece	AUTH	Sofoklis Kotsopoulos	Skotsopo@arch.auth.gr
Spain	USE		

2.3 Dissemination and exploitation

Dissemination and exploitation activities of the project are elaborated in more detail in the framework of the Dissemination and Exploitation Plan (HERSUS DEP). All promotional materials will reflect the visual identity of the project and the Erasmus+ Programme.

DCt will monitor and evaluate the realization of the Dissemination Plan (visual identity, website maintenance, events schedule, stakeholder involvement, diversity of dissemination materials) and prepare reports necessary for quality control of results (number of actions on website and social media, use of developed tools, number of likes, followers, content views etc.).

In addition to the formal members of the consortium, the HERSUS project is further strengthened through the involvement of associated partners selected by each participating organisation in all five countries. Associated partners were selected on the basis of (1) their expertise and professional performance, (2) their links with the labour market and the practical arena, (3) their operational skills and competences for the implementation of particular activities and intellectual outputs development, and (4) successful cooperation previously developed.

The project envisages setting up a public HERSUS web-site: http://hersus.org/ and email address: info@hersus.org.

Moreover, the following social media pages are established:

Social Network	User name / Link
Instagram	@hersus_project https://www.instagram.com/hersus_project/
Facebook	@Hersus.project https://www.facebook.com/Hersus.project
LinkedIn	https://www.linkedin.com/company/hersus/
YouTube	https://www.youtube.com/channel/UCqZNr13S5KDmukmAWGaQ8_Q

The UB-FA will be responsible for setting up and maintaining the HERSUS web-site with all information and materials received from project partners, and for transferring all materials to the mentioned Facebook, LinkedIn and Instagram pages as well. The UB Rectorate will additionally promote HERSUS. Moreover, all partners are asked to promote the HERSUS project on their websites and other electronic tools (such as: Facebook, Twitter and LinkedIn profiles/groups, newsletters, etc.) by providing a short description of the project logo/memo, and a link to the HERSUS website.

3 QUALITY CONTROL AND MONITORING

3.1 Project Quality Assurance Strategy

Quality control and monitoring mechanisms for the HERSUS project implementation will include four central pillars:

Pillar 1. Quality of documents. HERSUS QAt will design a consistent and common format for all types of documents (reports, presentations, checklists, evaluation formats, etc.) that all partners will be required to use. Also, Erasmus + logo and funding notes will be required on all documents and outputs.

Pillar 2. Quality of Management and Implementation. The seven relevant bodies (PMt, Qat, Dt, PB, ET1, ET2, ET3) will be responsible for quality control, monitoring, development,decision making, and conflict resolution. They will form the basis for ensuring the effectiveness, decisiveness, flexibility and quality of work related to Project Management and Implementation activities. In this sense, the quality assurance in HERSUS includes four levels of internal quality control (1) ET and their leaders, (2) Reviewers within QAt, (3) PC and (4) PB. Monitoring of all types of project activities will be done using an online-shared Timetable system – where all actions can be recorded and monitored by project managers. For the evaluation, every group will create questionnaires for each of the activities. These questionnaires will be distributed to the relevant project teaching, and non-teaching staff who will complete them, and afterwards, groups will collect and check them, following the time schedule.

Pillar 3. Quality of Dissemination and Exploitation. The Dissemination Team will monitor and evaluate the implementation of both internal and external dissemination activities, as well as controlling all dissemination channels. A more detailed Dt methodology is explained in the 'Dissemination and use of project's results' section. A special segment of this pillar also involves controlling the realisation of all Multiplier events and Learning/Training/Teaching activities.

Pillar 4. Quality of Intellectual Outputs. The partners agree that the overall objectives are focused on creating the planned intellectual outputs and implementing them with the highest possible level of quality, which is why their quality control is of primary importance for the successful realisation of the project. Quality control of this pillar will be performed on a number of levels from Expert Teams to control by the Programme Board.

Finally, the multi-perspective approach to quality will be used, in the form of quality indicators applicable to each phase of the project including: (1) context - Environment, cultural, legal, economic situation, (2) input - Resources, methods, technique, knowledge, experience, (3) process – Online and in-person consulting process, (4) output - Concrete results attained and its' compliance with the objectives, and (5) outcome - Long-term effects and transferability potential.

3.2 Roles and Responsibilities

HERSUS consortium aimed at ensuring a balanced distribution of activities and responsibilities between all members in order to encourage partners for an active contribution. Therefore, all participating HEIs will be active partners in the project, but will also serve as valuable infrastructures for the dissemination of the project results to relevant stakeholders in academia and profession in different EU countries.

HERSUS project will use two parallel approaches which would lead towards the achievement of the project objectives and delivery of the planned results.

The first approach is the **bottom-up approach**, where every partner will have the responsibility to look towards the local conditions and needs. Therefore, each partner will contribute to the development of the project, based upon what the local society needs. Also, a bottom-up approach characterises the project matrix implementation. In essence, it starts from HEI towards modernising and developing the master programmes that face social change and urbanisation. The overall focus is on improving the quality of the higher education system and to enhance graduates' employability.

The second is the **top-down approach**, which includes all participants working in collaboration towards achieving common goals at the European level. Participants will jointly work on all activities and delivering all outputs, in order to enhance heritage awareness and sustainability of the built environment in the education of architectural and urban design. The HERSUS Consortium seeks to establish a new integrated approach based on activities that rely on a program for teaching. New methods should combine frontal lectures with practical workshops and seminars, continuously checking inputs from the qualified partners and associated partners.

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In order to develop more attractive programmes and to boost the profile of architect/urban planner as a sustainability innovator and missioner, all consortium organisations will deal synchronised on four main pillars:

(1) cooperation between HEIs to conceptualise, modernise and develop courses/groups of courses/extracurricular activities within the existing master program in architectural and urban studies through the development and piloting of the pedagogical methodology,

(2) testing and adoption of modern teaching methodologies and tools through the development and piloting of the course educational content,

(3) the implementation of training of both teachers and students, and

(4) management and communication activities with the focus on technical development and piloting of the HERSUS sharing platform.

Although HERSUS strives at engaging all partners in the participation and contribution in all project activities, all activities are distributed among partners following the competencies and infrastructure capacity in the layout presented within following table.

UB will organise / lead following	
O3	Statements for Teaching through Design for Sustainability of the Built Environment and Heritage Awareness
O5	Book of courses
M1	Kick-off meeting
E1	HERSUS Intro Presentation
C1	Seminar Teaching trough design for Sustainability of the Built Environment and Heritage Awareness
E4	Open house UB-FA
M6	Final meeting
E9	HERUS Final Presentation
A1-A6	Project Management and implementation activities
IUAV will organise / lead following	
O4	HERSUS Sharing Platform
M2	Design and development meeting 1
E2	Presentation of the professional profile
C2	Student Workshop 1: Sustainable Reconstruction in Urban Areas
E5	Open house IUAV
UCY will organise / lead following	
O1	Review of the Best Practices on Educating Sustainability and Heritage
M3	Design and development meeting 2
C3	Student Workshop 2: Adaptive Reuse
E6	Open house UCY
AUTH will organise / lead following	
O2	Questionnaire for the State-of-the-Art
M4	Design and development meeting 3
C4	Student Workshop 3: Resilience and Climate Change
E7	Open house AUTH
USE will organise / lead following	
O6	International handbook for students on Research and Design for the Sustainability Heritage
M5	Synthesis meeting
E3	Prize on Modern Built Heritage
C5	Training for Teachers: Design Studio-based Methods and Techniques
E8	Open house USE

Project responsibilities were distributed among partners in the presented layout in order to: achieve the best results, possible project management and communication, and also further reduce the chance of potential. Overall project outreach will be achieved through continuous information sharing, reflection, and learning activities during and following the project lifecycle, all with the active participation of all partner organisations, but as well with associated partners, consultation with experts, students, and other interested parties.

3.3 Indicators for measuring the quality of the HERSUS results

In order to achieve a standardised quality of results, each of the reports will be based on measurable qualitative and quantitative indicators.

Quantitative indicators will include fulfilment of required tasks, completion in due time, active part of HERSUS team members, and fulfilment of tasks and responsibilities by all participating organisations.

More specific Quantitative indicators will be outlined in line with output types:

(1) IO1 - number of authors involved in the review, the involvement of the consortium institutions' participants for each analysis, the number of online readers and commentators,

(2) IO2 - number of samples obtained in each partner institution, number of comments added to survey questions, number of online readers and commentators of results review,

(3) IO3 - number of authors involved in their writing, the involvement of the consortium institutions' participants for each article/chapter, number of online readers and commentators,

(4) IO4 - number of online visitors, number of followers, readers, feedback commentators,

(5) IO5 - number of research members included in their creation, number of courses for which participants from all consortium partners took an active creation role, and

(6) IO6 - number of chapters, number of authors involved in their writing, the involvement of the consortium institutions' participants for each article/chapter, number of online readers and commentators.

Specific Quantitative indicators for Transnational Meetings, Multiplier Events and Learning/Training/Teaching Activities will include a number of involved participants by partners, number of directly involved participants in specific activities (students, teachers, trainers), number of visitors for different target audiences etc. Specifically, in the case of the Prize on Modern Built Heritage, the qualitative indicators will be the number of applicants for the award in each category, the number of nominees, the number of awardees.

Qualitative indicators will include the promised level of quality and goals for intellectual output and event realization, positive quality proofs on online evaluations, reviews, and Qat estimations, as well as the feedback of Associate partners, and evidence of expected quality and expectations of reviews and reports.

More specific Qualitative indicators will be outlined in line with output types:

(1) IO1 - checking the feedback, evaluation by the QAt and external evaluators,

(2) IO2 - checking the feedback, evaluation by the QAt and external evaluators, optional and free comments in the form of impressions,

(3) IO3 - checking the feedback, evaluation by the QAt and external evaluators,

(4) IO4 – online comments and reactions,

(5) IO5 - the quality of the articulated aims and outcomes, of the topics and references enlisted, consistency and encompassing quality of the proposed content, and

(6) IO6 - the quality of articles approved by internal reviewing done by the QAt, as well as by academics and intellectuals who reviewed them as external agents to HERSUS, evaluation by students.

Specific Quantitative indicators for Transnational Meetings, Multiplier Events and Learning/Training/Teaching Activities will include written impressions and personal participation reports by target audiences.

4 EXTERNAL QUALITY CONTROL AND MONITORING

A regular communication with associated partners and other stakeholders will provide feedback on the quality of the prepared Intellectual outputs. In order to allow the impact assessment of the project activities, the QAt will produce reports on received feedback. Furthermore, a questionnaire will be created and integrated into both the HERSUS Website and Sharing Platform, and it will ensure feedback on satisfaction with provided services. The report will include a summary review of statistical data with graphical presentations and/or narrative results regarding the satisfaction of the participants.

Additionally, the Tempus Foundation (Erasmus+ National Agency), through different measures, such as: desk monitoring, follow up meetings, thematic monitoring meetings, on the spot checks and monitoring visits. Shall perform three types of monitoring: Preventive (at the beginning of the project), Advisory (following the interim report submission), Control (after the completion of the project, field monitoring will aim to evaluate project results, its consequences, impact, the sustainability of the activities and programmes set up, multiplier effects).

The monitoring by NA includes the assessment of various aspects of project implementation, such as the Quality of Implementation, Impact and Dissemination, Quality of the project team and the cooperation arrangements and Relevance of the project. Based on the quantification of these aspects, the NA creates the report on their findings and prepares a written recommendation for further project implementation.

5 GENERAL PROJECT GUIDELINES

HERSUS will follow different project guidelines and respect the requirements of the programme. Apart from the Quality Assurance Plan at hand, the reference documents include:

- HERSUS project Partnership Agreements,
- HERSUS project Grant Agreement and its Annexes I, II, III, and IV,
- HERSUS Project Management Procedures with Templates for internal financial and narrative reporting, as well as the Timesheet Template, and
- HERSUS Project Dissemination and Exploitation Plan.

ANNEXES

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