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Minutes of the Erasmus+ “Promoting internationalization of research through establishment and operationalization of Cycle 3 Quality Assurance System in line with the European Integration” (C3QA)

31st May, 2018, Lyon, France

Workshop on Operationalization Techniques of
IQA and EQA for Doctoral Studies

C3QA Project’s Coordination meeting

Present:

All contact persons of 21 partner countries,
as well as all training participants (up to 40 representatives)

The Coordination meeting within the Lyon Workshop under the Project Year 2 of the Erasmus+ Project on “Promoting internationalization of research through establishment and operationalization of Cycle 3 Quality Assurance System in line with the European Integration (C3QA)” took place on the 31st May, 2018 in Lyon, France hosted by the project partner University of Jean Moulin Lyon 3 (UJM).

Mr. Navoyan presented the outline of the Coordination meeting topics of discussion (see Annex 1 on p.6 for more details) to be addressed:

- Remaining main activities in 2018
- Timeline of 2019 activities
- Project financial situation
- Preparation of dissemination conference in Astana
- Issues of travel costs management
- Project communication.

Remaining main activities in 2018

Mr. Navoyan stated that in order to follow the activities and deadlines set out per the project's updated Workplan for 2018-2019 the partner countries should elaborate:

- National level guidelines on establishment of QA systems for Cycle 3;
- National level guidelines on EQA standards and procedures for QA of Cycle 3 programs;
- IQA policy manuals for QA of Cycle 3 programs.

These works have to be accomplished ***by September 17, 2018 in order to be able to prepare for the Astana workshop in Kazakhstan.***

Furthermore, the following content-related details were discussed:

- It was mentioned by Mr. Navoyan that in order to finalize the Training kit and prepare a comprehensive document with the comparison of global and local trends typical of the project country situations with regard to the Cycle 3 programs, the project's EMT has involved an external expert authorized by EACEA who was assigned to carry out the outlined tasks ***by the end of June 2018***. It was stated that Mrs. Susanna Karakhanyan, member of EMT, would assist the project partners especially in their works on national level guidelines elaboration.
- In order to assist in these works it was suggested that the WP leaders could provide supporting materials to the project partners. In fact, some part of the materials on national level guidelines have been already provided by the UAH team e.g. guidelines on ExAnte and ExPost accreditation.
- Mrs. Anzhelika Gerasymenko from KNUTE inquired on the works regarding IQA and EQA and it was mentioned that the ESG could be taken as basis for the IQA, while the materials on EQA were provided by the UAH team. In addition it was highlighted that the works on IQA and EQA should be done in parallel within the foreseen timeframe.
- It was noted that the translations of guidelines, EQA standards/procedures and IQA policy manuals into national languages should be permanently done by the partners and it was encouraged to complete the major part of the translations ***by October 10, 2018 before the Astana workshop.***

It was importantly stressed about the following:

- the identification of Cycle 3 programs to be externally reviewed against the new EQA standards should be completed **by October 10, 2018 prior to the Astana workshop**, and
- the establishment of self-assessment groups at each HEI should be completed **by October 22, 2018 after the Astana workshop**.

Timeline of activities in 2019

In order to initiate self-assessment in a form of pilot accreditation the partners were encouraged to perform the following:

- ✓ development of self-assessment reports (following the established standards and criteria, including ESG and preferably comprising 40-45 pages plus Annexes) for Cycle 3 programs at each HEI to be finalized **by January 31st, 2019** →
- ✓ desk-review of self-assessment reports should be done **by February 28th, 2019** →
- ✓ site-visits to partner countries HEIs **by April 15th, 2019** →
- ✓ production of final reports of the peer-review panels **by May 17th, 2019** →
- ✓ translation of report of the peer-review panels into national languages **by June 10th, 2019**.

Mr. Rousset from UJM and HCERES representatives mentioned that the timeframe for the self-assessment reports review could be prolonged; therefore it was suggested to consider the established deadlines as indicative with the possibility of 15 days backwards/forwards change, if necessary.

In order to carry out site visits to partner countries it was decided that *1 expert from each EU partner country* would be included in the peer-review panel and each of the panels led by the expert would be in charge of producing evaluation report, preferably *20-25 pages without annexes* subject to the final decision by the panel per the provided data by the partners and based on the site visit results from Armenia, Ukraine, Mongolia and Kazakhstan accordingly.

All these outlined activities should culminate in the organization and delivery of dissemination conference in Ulaanbaatar to discuss the pilot results **between June 24-28th, 2019** having in mind

that the dates on the Ulaanbaatar workshop will be finalized in Astana upon suggestions of the Mongolian partners.

Financial situation

Afterwards, Mr. Navoyan presented the project's financial situation as of May 17, 2018 with regard to the expenses from the 1st pre-financing payment.

- In order to effectively manage the financial situation it was stressed out that the prices of the purchased tickets could not be more than the amounts foreseen per the distance calculator, otherwise the partner institutions should provide co-financing on the expenses.
- It was noted that the project would be able to cover the expenses on broker services and warehouse costs with regard to the purchased equipment for the partners and as far as the VAT costs are concerned, the authorization should be received from EACEA otherwise the reimbursement should be done on co-financing basis.
- The participants were majorly encouraged to avoid last-minute cancellations since these kind of situations resulted in the cancellation of 7 tickets by participants prior to the Lyon workshop causing further complications, e.g. the situation with the participant from MoES Kazakhstan leading to double cancellations and significant expenses.

Astana workshop

The dissemination conference in Astana was announced to be scheduled between ***October 16-17, 2018*** kindly hosted by the project partner KAZGUU University.

Mr. Navoyan mentioned that on October 15, 2018 all the project partners could also at their own willingness participate in the conference organized by the project partner IQAA from Kazakhstan.

As a preparation for the dissemination conference in Astana it was highlighted that each partner institution could nominate *2 participants* involved in development of project results, being part of the partners' working groups under the project and willing to make contribution during the conference. The budget allocation would be for *2 working days* and *2 traveling days* maximum.

Thus, it was established that the participants should nominate the participants for the Astana conference *no later than June 24th, 2018* so that the EMT can purchase the flight tickets directly according to the preferred itineraries within the limits of travel costs' budget. It was highlighted that in case of nomination of participants for Astana conference after the deadline (June 24) by any partner, the given partner will take in charge of possible overspending amount for travel costs.

Project communication

In order to productively incorporate the discussion results and suggestions identified at the Lyon workshop it was mentioned that all the materials, e.g. presentations, handouts, statistical results, and other contributions, would be available at the project website for further usage and dissemination.

The Coordination meeting also addressed the importance of effective project communication encouraging the participants to regularly share the information to be published on the website of the project, i.e. any information on the activities related to the project (meetings, interview, publication, etc.), as well as any materials related to Cycle 3 programs.