Updated work plan
Erasmus+ "Promoting internationalization of research through establishment and operationalization of Cycle 3 Quality Assurance System in line with the European Integration" (C3QA) project (March, 2019)

WORKPLAN for project year 1

Ref.nr/ Sub-ref nr	Title	Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
WP1-PREP/ 1.1.1	Establishment of a working group on capacity building	1	1=x											
WP1-PREP/ 1.1.2.	Conducting fact-finding on capacity building	2	2=x											
WP1-PREP/ 1.2.1	Organization of inter-project coaching to learn from lessons learnt (VERITAS) (in Madrid)	2		2x										
WP1-PREP/ 1.3.1.	Development of the training kit for EQA, IQA and Ministries	12	4=x	4=x	4=x									
WP3-PREP/ 3.1.2.	Synopsis on standards and procedures for IQA in partners countries	8			2=x	2=x	2=x	2=x						
WP1-PREP/ 1.3.2	Training on EQA and IQA of cycle 3 programs in Paris	1						1=						
WP2-PREP/ 2.1.2.	Conducting synopsis of PC national policies, procedures for Cycle 3 in line with Salzburg principles	8							2=x	2=x	2=x	2=x		
WP2-PREP/ 2.2.1.	Development of regulatory frameworks for cycle 3 programs in Armenia, Kazakhstan Mongolia and Ukraine	8							2=x	2=x	2=x	2=x		3=x
WP3-PREP/ 1.7.1.	Purchase of equipment for EQA and	5								1x	2x	2x		
WP5-QPLN/ 5.1.1.	Development of a detailed quality control and monitoring plan	2	2x											
WP5-QPLN/ 5.1.2.	Development of quality control and monitoring tools	2		2x										
WP5-QPLN/ 5.2.1.	Survey of the trainings and workshops participants	2					1=x		1=x					
WP5-QPLN/ 5.2.2.	Report per WP	3											1=x	2=x
WP5-QPLN/ 5.3.1.	Annual monitoring by the grantholder and executive management team	2											1=x	1=x

WORKPLAN for project year 1 (cont.)

Ref.nr/ Sub-ref nr	Title	Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
WP5-QPLN/ 5.4.1.	Organization of external audit and financial audit for factual findings	6											3=x	3=x
WP6-DISS/ 6.1.1.	Development of dissemination strategy and detailed plan	4	1x	3x										
WP6-DISS/ 6.2.1.	Development and maintenance of the project web-site	15	3x	2x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x
WP6-DISS/ 6.3.1.	Publication of newsletters and press releases	12	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x
WP6-DISS/ 6.4.1.	Publication of training kits on cycle 3 programs	4							2=x	2=x				
WP8-MNGT/ 8.1.1	Kick-off meeting organization in Yerevan	3	3=x											
WP8- MNGT/ 8.2.1	Establishment of project Governing Board	2	2=x											
WP8- MNGT/ 8.3.1	2 coordination/monitoring meetings	4						2=						2x
WP8- MNGT/ 8.4.1.	Establishment of project executive management team	2	2=x											
WP8- MNGT/ 8.5.1.	Development/update of consolidated project work-plans by WP lead partners	3		1=x					1=x					1=x
WP2-PREP/ 2.3.1.	Organization of hands on workshop to develop the regulatory frameworks for EQA in Madrid	4											3=x	
WP2-PREP/ 2.2.1.	Development of regulatory frameworks for cycle 3 programs in Armenia, Kazakhstan Mongolia and Ukraine	4											2=x	2=x
WP8- MNGT/ 8.6.1	Day-to-day management of the project	24	2=x	2=x	2=x	2=x	2=x	2=x	2=x	2=x	2=x	2=x	2=x	2=x
WP8- MNGT/ 8.7.1	Keeping track records of all the activities: financial and technical.	24	2=x	2=x	2=x	2=x	2=x	2=x	2=x	2=x	2=x	2=x	2=x	2=x

WORKPLAN for project year 2

Ref.nr/ Sub-ref nr	Title	Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
	Activities													
WP2-PREP/ 2.1.1.	Establishment of a working group to develop/revise the policy for QA of Cycle 3 programs	1	1=x											
WP2-PREP/ 2.1.2.	Conducting synopsis of PC national policies, procedures for Cycle 3 in line with Salzburg principles	5	1=x	2=x										
WP2-PREP/ 2.2.1.	Development of regulatory frameworks for cycle 3 programs in Armenia, Kazakhstan Mongolia and Ukraine	9	3=x	3=x	3=x	3=x								
WP2-PREP/ 2.2.2.	Feedback of the key stakeholders on the development	4			3=x									
WP2-PREP/ 2.4.1.	Development of national level guidelines on establishment of QA systems for cycle 3	9	2=x	2=x	2=x	3=x								
WP2-PREP/ 2.4.1.	Feedback of the key stakeholders on the development	4					2=x	2=x						
WP3-PREP/ 3.1.1.	Establishment of a working group to develop QA standards and procedures for Cycle 3 programs	1					1=x							
WP3-PREP/ 3.2.1.	Conducting a workshop on operationalization techniques of IQA and EQ in Lyon	1					1=x							
WP3-PREP/ 3.3.1.	Establishment of EQA bodies for Cycle 3 programs	1							1=x					
WP3-PREP/ 3.3.2.	Feedback of the EU and local experts on the established bodies	2							2=x					
WP3-PREP/ 3.4.1.	Development of EQA standards and procedures	12					3=x	3=x	3=x	3=x				
WP3-PREP/ 3.5.1.	Establishment of IQA units at the HEIs	2							2=x					
WP3-PREP/ 3.6.1.	Development of IQA policy manuals for Cycle 3 programs	12					3=x	3=x	3=x	3=x				
WP3-PREP/ 3.6.2.	Feedback of EU and local experts on the IQAs	2									2=x			
WP5-QPLN/ 5.2.1.	Survey of the trainings and workshops participants	4							2=x					2=x
WP5-QPLN/ 5.2.2.	Report per WP	3											1=x	2=x
WP6-DISS/ 6.6.1.	Organization and delivery of dissemination conference in Astana to discuss the IQA/EQA standards-procedures	3									2=x	1=x		

WORKPLAN for project year 2 (cont.)

Ref.nr/ Sub-ref nr	Activities — Title	Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
WP5-QPLN/ 5.4.1.	Organization of external intermediate financial audit for factual findings	6					2=x	2=x	2=x					
WP5-QPLN/ 5.5.1.	Production of intermediate report	6					2=x	2=x	2=x					
WP6-DISS/ 6.2.1.	Development and maintenance of the project web-site	15	3x	2x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x
WP6-DISS/ 6.3.1.	Publication of newsletters and press releases	12	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x
WP5-QPLN/ 5.3.1.	Annual monitoring by the grantholder and executive management team	2						1=x					1=x	
WP8- MNGT/ 8.3.1	2 coordination/monitoring meetings	4						2=x					2=X	
WP8- MNGT/ 8.5.1.	Development/update of consolidated project work-plans by WP lead partners	3		1=x					1=x					1=x
WP8- MNGT/ 8.6.1	Day-to-day management of the project	24	2=x	2=x	2=x	2=x	2=x	2=x	2=x	2=x	2=x	2=x	2=x	2=x
WP8- MNGT/ 8.7.1	Keeping track records of all the activities: financial and technical.	24	2=x	2=x	2=x	2=x	2=x	2=x	2=x	2=x	2=x	2=x	2=x	2=x

WORKPLAN for project year 3

Ref.nr/ Sub-ref nr	Title	Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
	Activities													
WP4-DEV/ 4.1.1.	Establishment of self-assessment groups at each HEI	1	1=x											
WP4-DEV/ 4.1.2.	Identification of cycle 3 programs to be externally reviewed against the new standards	1	1=x											
WP4-DEV/ 4.1.3.	Development of self-assessment reports for 1 Cycle 3 program at each HEI	12	4=x	4=x	4=x									
WP4-DEV/ 4.2.1.	Establishment of external panels of peer-reviewers	1		1=x										
WP4-DEV/ 4.2.2.	Desk-review of self-assessment reports	4		2=x	1=x	1=x								
WP4-DEV/ 4.2.3.	Site-visit to universities to partner countries HEIs	3			1=x	1=x	1=x							
WP4-DEV/ 4.2.4.	Production of final report of the peer-review panels	4				2=x	2=x							
WP4-DEV/ 4.3.1.	Decision-making by the Accreditation Committees	4						2=x	2=x					
WP4-DEV/ 4.4.1.	Organization and delivery of dissemination conferences in Astana, Kiev and Ulaanbaatar of the working group to discuss the pilot results	3									2=x	1=x		
WP4-DEV/ 4.5.1.	Refinement of the developed QA tools and mechanisms	7						3=x	3=x		3=x			
WP4-DEV/ 4.5.2.	Report of EU and local experts on the applicability of the Cycle 3 programs QA	6						3+x	3=x					
WP5-QPLN/ 5.2.1.	Survey of the trainings and workshops participants	2										1=x		
WP5-QPLN/ 5.2.2.	Report per WP	1										1=x		
WP5-QPLN/ 5.3.1.	Annual monitoring by the grantholder and executive management team	3				1=x	1=x				1=x			
WP5-QPLN/ 5.4.1.	Organization of external final financial audit for factual findings	6										2=x	2=x	2=x
WP5-QPLN/ 5.5.1.	Production of final report	8										2=x	3=x	3+x
WP6-DISS/ 6.2.1.	Development and maintenance of the project web-site	15	3x	2x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x

Ref.nr/Sub-ref nr	Title	Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
WP6-DISS/6.3.1.	Publication of newsletters and press releases	12	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x	1x

WORKPLAN for project year 3 (cont.)

Ref.nr/Sub-ref nr	Title	Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
	Activities													
WP6-DISS/6.5.1.	Publication of Guidelines on Quality Assurance of Cycle 3 programs	4										2=x	2=x	
WP6-DISS/6.6.1.	Project final conference in Yerevan	3									2=x	1=x		
WP7-DISS/7.1.1.	Adoption of national policies and procedures on Cycle 3 programs QA by respective governments	5									2=x	1=x		
WP7-DISS/7.2.1.	Adoption of IQA policies and procedures for Cycle 3 programs QA by respective Governing Boards of HEIs	5							2=x		2=x	1=x		
WP7-DISS/7.3.1.	Accreditation decision on respective universities and Cycle 3 programs	4						2=x	2=x					
WP7-DISS/7.4.1.	Development and sign off of cross-regional cooperation tools	5			1=x			1=x		1=x		1=x	1=x	
WP8- MNGT/8.3.1	Coordination/monitoring meetings	2				2=x	1=x				1=x			
WP8- MNGT/8.5.1.	Development/update of consolidated project work-plans by WP lead partners	3			1=x									
WP8- MNGT/8.6.1	Day-to-day management of the project	24	2=x	2=x	2=x	2=x	2=x	2=x	2=x	2=x	2=x	2=x	2=x	2=x
WP8- MNGT/8.7.1	Keeping track records of all the activities: financial and technical.	24	2=x	2=x	2=x	2=x	2=x	2=x	2=x	2=x	2=x	2=x	2=x	2=x