



CONNECT 2021-2024

Connecting universities-industry through smart
entrepreneurial cooperation and competitive intelligence of
students in Moldova, Georgia and Armenia

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D6.1 Quality Control System



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List of Abbreviations

QCS	Quality Control System
ITW	Instructors Training Workshops
EaCP	Eastern Partnership Countries
CIP	Competitive Intelligence Program
EE	Entrepreneurial Education
PP	Practical Performance
SO	Specific Objectives
LFM	Logical Framework Matrix
MOOC	Massive Open Online Courses
EACEA	European Education and Culture Executive Agency
PC	Project Coordinator
PCC	Project Co-coordinator
IPMT	Institutional Project Management Team
WPL	WP leader
AL	Activity leaders
SC	Steering committee
QAPT	Quality Assurance Project Team
PEB	Project Expert Board
DEG	Dissemination and Exploration Group
AG	Advisory Group

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INTRODUCTION

This document presents the **Quality Control System (QCS)** for **Erasmus + KA2 CBHE project 617393-EPP-1-2020-1-MD-EPPKA2-CBHE-JP " Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia " (CONNECT)**. It is developed in the scope of the WP 6 (Quality Control) of the Project in compliance with the Project description and all applicable rules and guidelines.

Quality control is an integral part of the project and aims to ensure that objectives are met in the most effective way. This Quality Control System (QCS) defines the general 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 will be applied so that the operational, management and working procedures are comprehensively monitored and improved throughout the project duration.

The QCS contains a set of scheduled activities and defines the objectives, roles and responsibilities of all partners in the project. The QCS includes established indicators, methodology and procedures for the evaluation of project activities and results. For each task it determines the responsible partner(s), timeframe and tools of implementation, the expected results or products, as well as the respective quality criteria.

Chapter 1 introduces the Quality Control System. **Chapter 2** defines how the monitoring and evaluation of quality of key project outputs and events will be performed. In the process of project evaluation, both quantitative and qualitative indicators will be used to assess progress and quality of key project outputs and events, such as: reports on WP2's: a) report on findings with the component covering the knowledge gained during the study visits. These study visits aim to transfer knowhow to EaCP HEIs staff on the appropriate structure, mode of delivery, potential improvements of teaching methods, content of new courses, inspiration ideas for hubs renewal, new approaches in development universities-industry collaboration in PC, as well as b) instructors training events/workshops (ITW); WP3 physical environments transformation into innovation hubs in order to be able to support future entrepreneurs with the use of virtual tools for supporting active learning and teaching processes and the Competitive Intelligence Programme (CIP); WP4's CIP deployment on acceleration, digital and self-expression courses and the open innovation projects that will be developed between the students and companies; and WP5's project dissemination activities. Feedback from identified target groups will be collected, collated and analyzed throughout the project life through questionnaires (upon finalization of project outputs, trainings and events, and during the introductions of new services and the implementation of new practices), as well as via interviews and focus groups during partner meetings.

In addition, all key intellectual outputs including, course material on acceleration, art and digital skills, MOOCs on competitive intelligence program (course material on acceleration, art and digital skills topics and recorded videos), pitching material i.e., presentations of innovative ideas, action plans to improve collaborations and communication between HEIs-industry, will be reviewed at two levels: a) by internal reviewers, and b) by invited external independent experts. The purpose of the internal evaluation is to monitor the quality of the project activities and the deliverables ensuring that those are designed and implemented as planned, while the purpose of the external reviewing process is to ensure applicability of the project results to the needs and expectations of the target groups.

Chapter 3 defines the internal monitoring strategy and outlines the responsibilities of the project partners as well as the core principles of the risk management strategy. **Chapter 4** describes the



external monitoring strategy. **Chapter 5** focuses on the financial and technical reporting duties of the partners and finally, the Annexes to the document provide templates (which are also available separately) to be used by the project partners.

THE CONNECT PROJECT QUALITY CONTROL SYSTEM

This chapter presents the quality expectations of the project with reference to the CONNECT deliverables and activities as well as the expectations relevant to the project management.

The main aim of the CONNECT project is to advance entrepreneurial education (EE) methods and practical performance (PP) practices in Higher Education Institutions of the Republic of Moldova (MD), Armenia (AM) and Georgia (GE) through developing the necessary entrepreneurial skills and competences of both students (including alumni) and teaching staff. The project specifically addresses target groups, which their curriculums do not include entrepreneurial related topics, but who wish to advance their knowledge in these areas through modern teaching methods, communication, and self-expression skills as well as digital competences. To achieve its goals, CONNECT defines five Specific Objectives (SO) directly addressing the needs of the five different target groups identified in the partner institutions, and are described in detail below.

SO#1: Increase the teaching and learning capacity of MD, AM, GE universities through exchanging best practices on entrepreneurship, digital, communication and artistic/self-expression education methods and techniques with Program Countries (.....) (WP2)

Target Group 1: Teachers with basic or advanced knowledge in the fields of entrepreneurship, multimedia, communication, methodology of theatre teaching, choreographic art, etc. will be introduced to modern teaching methodologies, techniques, and materials in entrepreneurial related topics. Special focus will be given to those in humanitarian scientific disciplines (i.e.: linguistics, arts), who have not been exposed in entrepreneurship education. A tailored approach to address the needs of the teachers specializing in different fields and with different level of knowledge is elaborated and applied.

SO#2: Develop the infrastructure of co-creative hubs to support students who generate, develop, market their own innovative ideas through entrepreneurship and/or open innovation in three EaPC countries (WP3)

Target Group 2: Students in Moldavia, Armenia and Georgia who aspire to become entrepreneurs and to create their own start-ups, but they lack the knowledge, skills, and resources, as well as entrepreneurial training with modern methods and techniques. Special focus is given to those students who have not been taught entrepreneurial related aspects in their curriculums and could benefit from new courses that emphasize on entrepreneurial methods and the practical performance on entrepreneurship, along with digital and art studies to meet their needs.

SO#3: Improve students' entrepreneurial behaviors, skills, and mindsets of future start-ups and support recently incorporated companies in university settings (W4/4.1-4.4)

Target Group 3: Students who recently created companies (including alumni) and have similar needs regarding the self-expression and out-of-box methods and techniques in entrepreneurship. As those students often seem to lack the capacity to put themselves out of their comfort zones, and utilize the resources available, they also need guidance and support to expand to new markets on-line, acquire new customers and develop new products and services, minimize risks, create new business models, and evaluate the feasibility of their business. In this context, CONNECT designs tailored entrepreneurship acceleration courses for recently incorporated students' companies.

SO#4: Introduce and implement the new and innovative form of interconnection of university-enterprise systems through joint activities (WP4/4.5)



Target Group 4: Students who want to improve their knowledge and skills in order to increase competences and become qualified to be successfully employed. As university and industry collaborations are limited, students often lack skills and competences required by the industry sector as often, curriculums are not aligned with industry needs. To address this, internships and development of open-innovation projects will be implemented.

SO#5: Improve involvement of students who do not automatically come into contact with entrepreneurial studies and enhance problem-based learning, entrepreneurial skills, behaviours, mindsets through the interdisciplinary approach by revising curricula and dissemination events (WP3/3.3&WP4/4.4&WP5)

Target Group 5: Industries are rarely involved in the elaboration of entrepreneurial material in order to support and influence the curricula design, content and activities and improve collaboration and communication between universities and enterprises. In this respect, CONNECT will organize internships with open innovation activities and acceleration bootcamps organized in collaboration with industrial and business support stakeholders and higher education institutions.

To ensure high project implementation and results' quality, the consortium will continuously collect, collate, analyze and react to data and feedback from target users, consortium members and internal and external stakeholders. The project Quality Control System will aim at identifying quality issues at an early stage to allow the partnership to take timely measures for improvement.

The aim of the current Quality Control System is to help set appropriate quality standards and targets and to ensure that all activities and deliverables in the CONNECT project are in compliance with the predefined requirements, as set out in the:

- Grant Agreement, which defines the requirements and conditions that need to be fully applied and followed by all project partners.
- Partnership Agreements,
- Rules of the Erasmus+ Programme and of the National Law of the partner countries defining operational, administrative, and financial management conditions.
- Project Application, where all project activities are described and planned

The Quality Control System is a guide for the quality control activities to be implemented throughout the project lifetime. The document establishes, inter alia, a set of criteria for measuring the quality of different types of activities and products defined and applied in line with the project Logical Framework Matrix (LFM) and the approved project activity timeline. The document also determines which structures are responsible for the different quality control activities and lays out a communication plan for all involved project participants and stakeholders.

As specified in the approved application form, quality assurance and quality control will be carried out on both an internal and an external level.

The Quality Control System manual covers:

- Internal monitoring, quality and risk management.
- External monitoring.
- Evaluation of the technical and financial reporting.

1.1 Quality of project deliverables

The deliverables of the CONNECT project may be classified into: a) reports, b) events (such as study visits, on-line and physical trainings, seminars, competition, and conferences), c) methodologies which include for example the strategies, guidelines, action plans and recommendations, and d) "other products" (i.e. MOOCs).



A common quality expectation for all deliverables is to reach the overall aim of the project and the specific objectives, with a further focus on their development in an efficient and effective manner. Timely delivery following the project work plan as identified in the CONNECT project timeline (modified and agreed by the Project Expert Board (PEB) on six-month basis) is expected.

In the process of quality control and monitoring, activities, outputs, and outcomes will be benchmarked against the project timeline and the quantitative and qualitative indicators defined in the LFM. Depending on the deliverable, indicators may refer to reports, teaching and learning materials produced, website content and data, online platforms and forums, number of events organized, number and level of satisfaction of event participants, number of online registrations, downloads and visits, evaluation from target users of project results' impact and sustainability. Table 1 below presents the success indicators and criteria for monitoring quality along with feedback tools needed to be developed per type of output/ outcome (Table 1).

Table 1: Indicators and criteria for measuring project outputs and outcomes' success (for more details, please refer to Annex A)

Output/ Outcome	Quality Measures	Success criteria	Feedback tools and templates
Events (virtual or physical)	<ul style="list-style-type: none"> ▪ Number of participants participating in the events. ▪ Participants' Feedback on the event; 	<ul style="list-style-type: none"> ▪ Number of participants vary according to the type of event ▪ $\geq 75\%$ of positive feedback from participants is considered success 	<ul style="list-style-type: none"> ▪ Agenda of Event (Annex A) ▪ Registration form ▪ Attendance list (Annex A), ▪ Materials (Annex A), ▪ Minutes (if any) (Annex A), ▪ Photos & videos ▪ Print Screens (if on-line) or recorded video ▪ Event Evaluation Form (Annex A); ▪ Feedback surveys results
Reports	<ul style="list-style-type: none"> ▪ Document content ▪ Number of pages; ▪ Feedback from target users and relevant stakeholders; ▪ Co-coordinators feedback; 	<ul style="list-style-type: none"> ▪ Document's content and length depends on the type of report; ▪ Co-coordinators approval ▪ QAPT and PCB approval 	<ul style="list-style-type: none"> ▪ Report templates (Annex F); ▪ Co-coordinators review meeting minutes; ▪ QAPT and PEB review



	<ul style="list-style-type: none"> ▪ QAPT and PEB Review; ▪ External Evaluator Review; 	<ul style="list-style-type: none"> ▪ $\geq 75\%$ positive feedback from target users and relevant stakeholders is considered success. ▪ Positive feedback from the External Evaluator; 	<p>meeting minutes;</p> <ul style="list-style-type: none"> ▪ Target users and stakeholders' evaluation forms; (Annex M-O); ▪ External Advisor Report (Annex L);
Learning Materials	<ul style="list-style-type: none"> ▪ Topics covered in the content; ▪ Audio-visual materials' length and quality; ▪ External Evaluator Review of learning materials ▪ Feedback from target users and relevant stakeholders; 	<ul style="list-style-type: none"> ▪ $\geq 75\%$ positive feedback from target users and relevant stakeholders is considered success. 	<ul style="list-style-type: none"> ▪ Evaluation forms for learning material (Annex I-J); ▪ Feedback survey results; ▪ External Evaluator's assessment form (Annex L);
Product/ services	<ul style="list-style-type: none"> ▪ Depending on the product/ service there are a number of indicators incl. number of target users, documents' content and length, ▪ Number of newly established innovation hubs ▪ Feedback from target users and relevant stakeholders; 	<ul style="list-style-type: none"> ▪ Depending on the product/ service, the proposed indicators differ (for more details see Annex A) ▪ $\geq 75\%$ positive feedback from target users and relevant stakeholders is considered success. 	<ul style="list-style-type: none"> ▪ Depending on the product/ service, there are a number of feedback tools to be used incl.: Evidence of newly established innovation hubs incl. proof of embedding those into the universities' organizational structures. ▪ Evaluation forms for target users and relevant stakeholders; ▪ Feedback survey results;



1.1.1 Visual identity requirements

All deliverables i.e., reports, documents, learning materials will be produced including the visual identity of the CONNECT project (e.g., logo, title and Erasmus+ project number).

A consistent and common format for all document deliverables is to be followed which includes a common front page and common styles (fonts, headers, tables of content, etc.). The template for deliverables is provided in Annexes. In all documents, the partners will use references, page numbering, and figures as well as table numbering.

Additional guidelines on the usage of the project logo and rules of EACEA are available in the dissemination strategy.

1.1.2 Quality of meetings/workshops, trainings, conferences, and seminars

All events organized by the project will be implemented at a professional standard. The organizers will provide in due time a full information package to the participants including: the draft agenda, a letter of invitation and a note on the logistics (informing about travel arrangements, venue, suggested hotels, etc.). The preparatory time for various project activities depends on the type of event e.g., preparation activities will start several months in the case of conferences and several weeks for the case of trainings or study visits. Specific details will be defined in separate action plans by WP leaders. The same rules apply to online events but considering their specifics.

The meeting organizers will ensure smooth registration processes (including list of attendees with signatures or recorded videos, print screens or other relevant proofs) and the implementation of the meetings respecting appropriate time for coffee and lunch breaks as well as the availability of all necessary materials (e.g., pens and paper, beamer, etc.). The organizers will also ensure that minutes are recorded in a concise style including a list of action points. All material associated with the meetings will include the visual project identity. Where appropriate (e.g., for trainings, seminars, study visits) also feedback forms will be distributed among participants (Annex G) and event reports related to feedback forms will be prepared by organizers (Annex F).

Events will be reported and documented with various materials as described in the table below.

Table 2. Documentation of CONNECT events

Type of event	Materials	Available at		
		CONNECT web-site	Partners web page	Social Networks
Country Workshops/ Seminars/ Training sessions (on-line and off-line)	News/ Announcement	x	x	
	Agenda	x	x	
	Registration form (on-line and off-line events)	x	x	x
	List of participants*	x		



	Minutes	x		
	Photo Gallery	x	x	x
	Presentations**	x		
	Report on feedback forms	x		
Consortium meetings and Conferences /Pitch competition	News	x	x	x
	Registration form	x		x
	Agenda	x	x	x
	List of participants*	x		
	Minutes	x		
	Photo Gallery	x	x	x
	Presentations**	x		
Study visits/ITW/ Instructors' Evaluation workshops /National Acceleration Bootcamps	News	x	x	x
	List of trainees*	x		
	Training materials	x	x	
	Report on feedback forms	x		
	Minutes	x	x	
	Photo Gallery	x	x	
Mass-media appearance	News	x	x	x
	List of participants*	x		
	Photo Gallery/link URL	x	x	x
	Minutes	x		

**Name and affiliation will be visible; all personal data will be hidden.*

*** Upon the approval of the presenter.*

**** In the case of travels, this list is supplemented by documents (i.e boarding pass, train/bus tickets etc) confirming that the travel took place.*



1.1.3 Quality of promotional materials

Dissemination and Exploitation activities of the project will adhere to the Dissemination and Exploitation Plan of the CONNECT project (WP5). All promotional materials will reflect the visual identity of the project and Erasmus+ programme. The project coordinator and co-coordinators (P1-Moldova State University, P6-NGO IMPULS and P11-NGO CREATIVITY) are responsible for designing all promotional material. The draft version will be sent to all partners for comments and suggestions, before printing, publishing and distribution. The promo materials will be disseminated by all project partners at events which are relevant in order to reach the project's target group (i.e. not only events organized by the project, but also other events with a focus on university lifelong learning).

1.1.4 Quality of websites and other electronic tools

The project envisages setting up the public CONNECT website, the CONNECT Facebook (mandatory), Instagram and LinkedIn pages in English or/and national languages which will be linked to the main page of the Network of Smart Caffe on social media networks. All social network tools will be continuously updated by the project partners and will be used to effectively communicate project activities and results.

P6- NGO IMPULS will be responsible for setting up and maintaining the CONNECT website to enable broader dissemination of the project's results, and the wider ERASMUS+ programme. All partners will include a short description of the CONNECT project with a link to the official website on their institutional webpage.

The CONNECT webpage can be accessed by all partners depending on their assigned tasks and roles. All electronic tools including the website will be implemented with high performance, good functionality, and stability.

Another on-line tool which will be used by project partners to effectively implement project activities is www.smartchannel.org

1.1.5 Quality of methodologies and techniques used

All methods and techniques used (e.g., for the elaboration and delivery of the learning materials for the ITW and the CIPs, the reports on the embedment of new approaches in the curriculum of HEIs, the joint activities carried out between university and industry players) developed within CONNECT project will be tailored to the needs of the identified target groups. The methodologies and techniques are already tested but they will be refined providing particular emphasis on their ease of use and applicability within the different contexts. All methods and techniques elaborated during the project will need to be easy to read and understand to be replicated and upscaled in other HEIs in order to reach the desired project impact.

1.2 Quality of Project Management

The overall project management aim is to deal with all administrative issues and the preparation and consolidation of the periodic and annual reports (progress and financial). The administrative execution of the project will be aligned with core management principles such as clear external communication, balanced internal self-auditing and effective administrative and technical control



for effective decision-making. The PC will verify the progress of work according to the project time schedule, monitor resource usage, budget allocation and project cash flow. Project management includes scheduling, organizing, and reporting, coordination of information flow, organization of periodic meetings, decision making and conflict resolution. In addition, it includes establishing and maintaining financial records, coordination of costs submission, preliminary checks of individual costs against known criteria (contractual commitments, progress reports, and delivery of results) and consolidation of cost, follow-up of EACEA payments, and distribution of partner shares. The technical and innovation evolution and progress of CONNECT will be carefully monitored and continuously adjusted to the main goals of the project to align with the continuous environmental and market changes and challenges.

1.2.1 Project Management Structure and Responsibilities

The CONNECT's management structure is based on vast managerial experience of all partners and is established to ensure effectiveness, decisiveness, flexibility and quality of work. The project management structure is described below.

Project Management Bodies	Role of Project Management Bodies
Project Coordinator (PC)	The PC is responsible for overall project management (technical and operational), communication and reporting to EACEA, as well as efficient use of the project grant, etc.
Project Co-coordinators (PCCs)	The PCCs will support PC within the overall project management activities (technical and operational), communication and reporting to EACEA, with specific accent on dissemination activities, quality control activities, implementation of planned activities with the particular roles during their realization.
Institutional Project Management Teams (IPMT)	IPMT team is established at an institutional level. Headed by the institutional coordinator, each consortium member will establish a team with the task to manage project activities at the institutional level. Site Managers (contact persons) will have the responsibility for the local management.
WP leaders (WPLs)	WP leaders are responsible for monitoring of the overall progress of the WP and its activities.
Activity leaders (AL)	AL are in charge of monitoring the assigned activity, ensuring its quality level and timeliness, and active participation of other partners.
Steering committee (SC)	SC is a decision-making body consisting of one representative (preferably the contact person) from each partner institution. The SC will oversee the project, make strategic decisions and guarantee the correct implementation of activities and cost efficiency. The SC will meet approximately twice a year (in combination with other project events due to cost efficiency) to discuss and review the progress of project activities, make decisions, approve deliverables and agree on any risk contingency measures.



<p>Quality Assurance Project Team (QAPT)</p>	<p>Guided by the lead partner of WP6, the QAPT will be composed of representatives of Programme and Partner members experienced in overall quality assurance.</p> <p>The QAPT team will deploy the Quality Control System.</p> <p>The QAPT team will directly support the Project Coordinator in monitoring and assessing the overall quality of the project and its results.</p> <p>QAPT will be the main strategic body for overall quality control & monitoring and it will approve the quality of the planned project results against established qualitative & quantitative indicators of progress (LFM).</p> <p>QAPT will periodically produce reports and recommendations in correspondence with the Project Work and quality control plan. These reports will quantify achieved results and executed budget, and help to detect gaps between what was planned and what is actually achieved.</p>
<p>Project Expert Board (PEB)</p>	<p>PEB is composed from representatives of all Programme and Partner countries and is a strategic body that assures the quality of deliverables and events organized by the partners (WP1-WP7).</p> <p>The PEB will ensure the exploitation and sustainability actions of the project and PEB members contact details will be available on the Project website and will be available for consultations and advice to interested audiences.</p>
<p>Dissemination and Exploration Group (DEG)</p>	<p>DEG is responsible for dissemination and exploitation activities. It will consist of at least two representatives from each IPMT.</p> <p>Dissemination and exploitation activities will involve all consortium partners and will be performed during the whole duration of the project.</p>
<p>Advisory Group (AG)</p>	<p>Composed from associated partners will be nominated in order to perform an evaluation of the quality of deliverables, and achieved results</p>

All partners will be involved in the implementation of each WP and although leaders of the WPs will have a greater responsibility for implementation of WP activities and cooperation with all project partners, together with the SC, PCCs and the PC, the assignments are evenly distributed among all project partners.

Each partner is equally and independently responsible for assigned activities, money use and reporting.

1.2.2 Members of Project Management Bodies



Project Coordinator

Institution	Responsible Person/Team per Institution
Moldova State University (MSU)	Elena SIMCIUC, simciuc.elena@gmail.com – Coordinator of the Project Tatiana BULIMAGA, tbulimaga@gmail.com – Project Manager Assistant

Co-coordinators

Institution	Responsible Person/Team per Institution
Association for supporting innovations and sustainable development "IMPULS" (NGO "IMPULS") (P6)	Serghei POPOV, ngoimpulsorg@gmail.com – Institutional Coordinator Natalia AFONINA, natagei@mail.ru Serghei SIMCIUC, ngoimpulsorg@gmail.com
Association for Creative-Innovative and Durable Development (NGO "Creativity") (P11)	Robert KHACHATRYAN, robert_khachatryan@yahoo.com – Institutional Coordinator Samvel HOVHANNISYAN, samvel.hovh@gmail.com

Institutional Project Management Teams (IPMT)

Institution	Responsible Person/Team per Institution (IPMT)
Partner Countries - Moldova	
Moldova State University (MSU) (P1)	Elena SIMCIUC, simciuc.elena@gmail.com – Consortium Coordinator Tatiana BULIMAGA, tbulimaga@gmail.com – Project Manager Assistant
Association for supporting innovations and sustainable development "IMPULS" (NGO "IMPULS") (P6)	Serghei POPOV, ngoimpulsorg@gmail.com – Institutional Coordinator Natalia AFONINA, natagei@mail.ru Serghei SIMCIUC, ngoimpulsorg@gmail.com
State Agrarian University of Moldova (SAUM) (P7)	Svetlana Petrascu, s.sasu@uasm.m – Institutional Coordinator Elena Scripnic, e.scripnic@uasm.md
Academy of Music, Theatre and Fine Arts (AMTAP) (P8)	Victoria Melnic, victoria.melnic@amtap.mdl – Institutional Coordinator Victoria Tcacenco, amtap2003@yahoo.com – AMTAP project manager
Technical University of Moldova (TUM) (P9)	Larisa Bugaian, lbugaian@gmail.com – Institutional Coordinator Carolina Timco - till August 31, 2021, carolina.timco@adm.utm.md Natalia Vladei - from September 1, 2021, natalia.furtuna@adm.utm.md



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WP leaders (WPLs)

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Partner Countries - Georgia		
Ilia State University (ILIE) (P14)	<p>WP4 – Development - Implementation of new non-formal approach and joint use of inspiring physical spaces</p>	<p>Dimitri Japaridze, japaridze@iliauni.edu.ge – Institutional Coordinator</p> <p>Elene Asatiani, elene.asatiani@iliauni.edu.ge - Project Assistant</p> <p>Manana</p>



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1.2.3 General Project Guidelines

CONNECT project will follow different project guidelines and respects the requirements of the programme. Apart from the Quality control System at hand, the reference documents include:

- EACEA – CONNECT project Grant Agreement
- CONNECT project Partnership Agreements
- CONNECT Dissemination and Exploitation Plan
- CONNECT Management handbook
- CONNECT Quality Control System
- EACEA - Guidelines for the Use of Grants
- EACEA - Frequently Asked Questions

1.2.4 Amendments to the guidelines

The procedures in this manual can be amended by agreement of all partners or by a decision taken by the Steering Committee on the request of PEB. Any new version is communicated to all the partners and take effect 15 calendar days after communication.



Internal Monitoring

Internal monitoring will be carried out by each partner, including self-evaluation and monitoring by using the LFM, Timeline, budget and cash flow tables, or other relevant templates, PEB meetings, monitoring visits of the QAPT and questionnaires / satisfaction surveys of target groups (e.g., participants of dissemination and training events; see also Annex G and K). The CONNECT project and partners` webpage and pages of social networks will also be used for monitoring the project activities.

1.3 Internal Quality Assurance Management Structure and Review Procedure

The Quality Control System in the CONNECT project includes four levels of quality control:

- **1st Level:** Deliverable authors, Task and WP leaders (IPMT);
- **2nd Level:** Deliverable reviewers (QAPT);
- **3rd Level:** Coordinator level and Co-coordinators; and
- **4th Level:** Project Expert Board (PEB) level and Final approval.

1.3.1 1st Level Quality Control – Task Leaders-IPMT-WP Leaders

The 1st level quality control is performed by the activity level. The presentation of deliverables and activities of the project are a joint responsibility of the associated Activity Leader, the partners involved in the activity and the corresponding WP leader. Task Leaders will set up the Institutional Project Management Teams (IPMT) that will carry out project activities. The IPMT along with the WP leader shall guarantee the quality of the deliverable and that it is submitted according to the timeplan, as identified in Application Form and WP action plans (reviewed and agreed by the PEB on six-month basis). Deliverables are then reviewed by the Quality Assurance Project Management Team (QAPT) team (i.e. the deliverable reviewers).

Timetable of Deliverables Submission

Time	Activity
4 weeks before delivery date	Submission of draft to 2 nd Level Control i.e., QAPT
2 weeks before delivery date	Submission of draft to 3 rd Level Quality Control – Project Coordinator
1 week before delivery date	Final revision and submission to Applicant Organization Final relevant deliverables will be uploaded to the Erasmus+ Project Results Platform and other on-line appropriate tools

1.3.2 2nd Level Quality Control - QAPT and Advisory Group

The 2nd level of control is elaborated by at least two assigned reviewers of the QAPT. Reviewers must not lead the Task/WP within which the deliverable is produced. The reviewers will have 10 working days to respond by sending comments using the respective template “Internal Review Form” (Annex K). The deliverable authors have 5 more working days to conform to the reviewer comments or send their written objections. In this case the reviewers will have another 5 days to send back their final comments.



In case profound disagreements between reviewers and Task leaders arise, the 3rd level control of the deliverables will allow the coordinator to take a final decision – while the coordinator may also involve other members of the consortium or the Advisory Group, if deemed necessary.

1.3.3 3rd Level Quality Control – Coordinator and Co-coordinators

The 3rd level control is carried out by the Consortium Coordinator and 2 Co-coordinators. If a draft deliverable has not passed the 2nd level control and there are disagreements between the deliverable authors and the reviewers, the Coordinator will take the necessary corrective actions in order to come up with acceptable suggestions. If necessary, the Coordinator may involve the rest of the consortium. A draft deliverable that has passed the 2nd level of control will still be checked by the Coordinator for final comments and when accepted it will be forwarded to the Project Expert Board and Steering Committee for formal approval.

1.3.4 4th Level Quality Control - Project Expert Board (PEB) and Final approval

The 4th level control is elaborated at the Project Expert Board level. The Project Expert Board is the highest decision-making body of the partnership that takes the final decision for the approval of deliverables. It shall be possible to include a deliverable in the project reports even if its formal approval is still pending, if it has passed the 2nd and 3rd level of control without major comments, since no more major modifications will be expected.

Partners will also establish internal quality control mechanisms, i.e. the site manager will always check the output of his co-workers before sending documents to the CONNECT team or before uploading them on the project communication tools.

1.4 Quality responsibilities

The following structures/ bodies will be mainly involved in the processes of monitoring and evaluation of the quality of the project achievements, each one operating at a different level, to avoid miscommunications and overlaps.

1.4.1 Activity Leader

- Coordinate the elaboration/ creation and development of the deliverable(s) according to the deliverable template and aim of the activity.
- Is responsible for coordinating the work of the other partners involved in the task, providing guidance when necessary.
- Is responsible for aligning the contributions of the other partners involved in the task, in order to produce the deliverable.
- Is responsible for the submission of the draft deliverable via CONNECT to the WP leader (1st level control), the QAPT (2nd level control) and the consortium coordinator (3rd level control and 2 co-coordinators).
- Is responsible for implementing the suggestions of the QAPT team, assigning certain amendments to the other partners contributing to the task as appropriate.
- Is responsible for sending the amended draft deliverable.
- Reports to the WP Leader for any problems occurring during the implementation of the activity.



- Cooperates with the WP Leader and the other consortium partners in the same WP in order to ensure the activity's progress is in conformity with other activities and that any cross-task inputs and outputs are being delivered as foreseen by the WP description (respecting any changes approved by the Steering Committee and Project Expert Board as recorded in the respective minutes).

1.4.2 WP Leader

- Is responsible for preparing and updating of WP Action plan, making sure that all activities are in the time frame defined
- Is responsible for coordinating the Work Package and ensuring that all the activities are contributing to the WP's objectives.
- Cooperates with the Task Leaders and the coordinator and/or co-coordinators in ensuring that all of the contributing partners are smoothly cooperating with a view to accomplish the WP's objectives and that any cross-WP inputs and outputs are being delivered as foreseen by the project description.
- Sends alerts in time to remind about submission deadlines and the procedures to be followed and provides input and suggestions to the Task Leaders of the WP during the development of the relevant deliverables.
- Provides to the Task Leaders comments and suggestions on the draft deliverables (1st level control).
- Cooperates with the Task Leaders in ensuring the implementation of the suggestions of the 2nd and 3rd level control.
- Verifies the satisfactory implementation of the recommendations.

1.4.3 Quality Assurance Team (QAPT)

- Collect and verify the completion of deliverables submitted by the respective WP leaders.
- Sends the Quality Assurance Check List to the Task Leader, Coordinator and co-coordinators .
- Check and prevent any procedural non-conformity. Identify and record any relevant problems.
- Initiate, recommend and/or provide solutions through the reporting system in place.
- Verify that action has been taken to solve problems.
- Facilitate the communication with the External Evaluator.
- Supervise and report during the Quality Panels scheduled to take place at the partner meetings.
- Supervise the drafting, development of Interim and Final Internal Evaluation Reports and assist in the implementation of the improvements in the part that requires it according to the assessment of an external expert, or officer from EACEA.

1.4.4 Project Coordinator

- Cooperates with the QAPT and the Task Leaders on all matters arising relevant to ensuring the quality of the project's deliverables.
- Accepts the deliverable or provides final comments to the Task Leaders and WP Leaders (3rd level control).



- Cooperates with the WP Leaders in order to ensure that all WPs are progressing in conformity with each other and that any cross-WP inputs and outputs are being delivered as foreseen by the WP description.
- Informs the QAPT, the WP Leaders and the Task Leaders of any changes, amendments in the Grant Agreement, Partnership Agreement or other relevant documents and the related Timeline or any implicit changes in the implementation of the project that may affect the timing or the content of the relevant deliverables.
- Officially submits all approved deliverables after their approval (4th level control).

1.4.5 Project's Expert Board (PEB)

PEB is a project management body, which as far as quality is concerned, is responsible for ensuring that the project achieves its objectives by verifying the quality of the delivered outcomes, and by providing data for the annual Project Progress Reports. The PEB ensures that the content of the deliverables is in accordance to the project specifications and predefined standards and that it is of appropriate academic quality. It will be led by NGO Creativity and guarantee that all project partners are equally involved and committed to the project management processes. Over the 36 project months, PEB will consist of representatives of both the project partner institutions in the EU and the PCs. In addition, in each of the PCs a IPMT will be selected by the PC HEIs themselves to support the project coordinator when dealing with country-specific management issues.

PEB plays a crucial role in the overall planning, monitoring and evaluation of the project activities and deliverables. More specifically - quality control wise - the PEB undertakes the tasks to:

- Check the quality of the project deliverables, and Interim and Final Quality Reports.
- Ensure that the produced content is of appropriate academic quality and in accordance with project requirements and specifications.
- Co-hosts the quality panels during the partner meetings.

1.5 Common templates and formats

All deliverables and documents i.e., Events Agenda, Minutes of Meeting etc. are being drafted based on a common template provided in the Annexes. This format is adopted by the PEB in order to ensure a common appearance of deliverables as well as ensuring that a minimum amount of information will appear consistently in all documents produced by the project. This is not relevant to deliverables that by their nature need to have a different format (i.e. project brochures, newsletters).

All project documents shall use the common Microsoft Word or PowerPoint templates, provided in the Annexes as separate documents which will be also shared with the Project's partners.

1.6 Quality feedback by the target groups

The satisfaction of stakeholders, beneficiaries and end users will also be investigated. It will consider a variety of information from different sources using visits, interviews, questionnaires to target groups and consultation with the project beneficiaries.

To allow the impact assessment of the project activities, a template for feedback for different meetings / events has been developed. It needs to be adapted to the specific needs, but the main



items shall not be deleted. This form is provided in Annex G as a separate document which will be shared with the project's partners. Furthermore, a specific event report template (minutes) Annex E, has been developed, and shall be filled by project partners (organizers) for all CONNECT events (open door events, workshops, info days etc. – except PEB meetings). This form is provided in Annex H as a separate document.

1.7 Project Risk Management

As part of the internal quality control, a regular risk assessment will be carried and reviewed during the management meetings (Risk brainstorming) which shall lead to corrective actions and potential adaptations of the Work Plan/ Timeline based on a sound process.

The risk management strategy addresses issues that could potentially endanger the achievement of the overall goal of the project and its objectives considering potential financial risks (overspending and under spending), timing (postponing and preponing of activities/deliverables), performance risks (project management), and sustainability of the project developments. The main aim will be to provide a sound assessment, to anticipate challenges in a systematic way and to minimize the potentially negative overall impact.

The identification and assessment of new risks is a joint responsibility of all project partners who have to communicate them to the Coordinator and the rest of the partnership, eventually suggesting also possible interventions and solutions, as soon as they get aware of those risks. In particular, partners may think of preventive actions (avoiding that the risk occurs) and corrective actions (decreasing the severity and impact), specifying also the resources that would be needed.

The Consortium Partners may react in several ways, ranging from the simple acceptance of the situation in the case of negligible risks, to the enforcement of a mitigation plan including alternatives, workarounds and the proposed corrective actions that will make the risk consequences acceptable for the consortium.

In addition, the external reviewer will be involved in the risk management, who will be tasked to assess if there is a risk that the project will fail to meet its key indicators and if there is a risk that project partners will not be able to perform all activities and respective costs according to the Partner budget table.

The proper allocation of resources to the project by the individual project partners is of utmost importance. There are several possible risks connected: the delay of the project implementation as defined in the project work plan; the rushed implementation of the work plan with low quality; under spending during the project implementation (also causing a shift in the headings' ratio), meaning that the project timetable is followed with reference to technical deliverables, yet the relevant expenditures are not timely invoiced or validated; etc.

The project partners must ensure that they allocate the required resources to the project, both human and financial.

1.8 Practical approach of risk identification

The first step in project risk management is to identify the risks that are present in a project. The risks should furthermore be identified as early as possible in order to deal with them properly and to think about corrective and/or preventive actions.



To identify and monitor the risks within CONNECT project, a monitoring sheet for risks has been developed including the information on corrective and/or preventive actions (Annex H).

Risk identification is done throughout the life cycle of the CONNECT project.

The following shall be considered as tools and techniques for risk identification:

- Analysis of deliverables status
- Analysis of WP schedules and scopes
- Regular Communication of the Internal Project Management Team (IPMT)

1.9 CONNECT Preparatory Phase Risk Management Process

The following chart shows the way that risks are identified in CONNECT project and how they are assessed and prioritized.

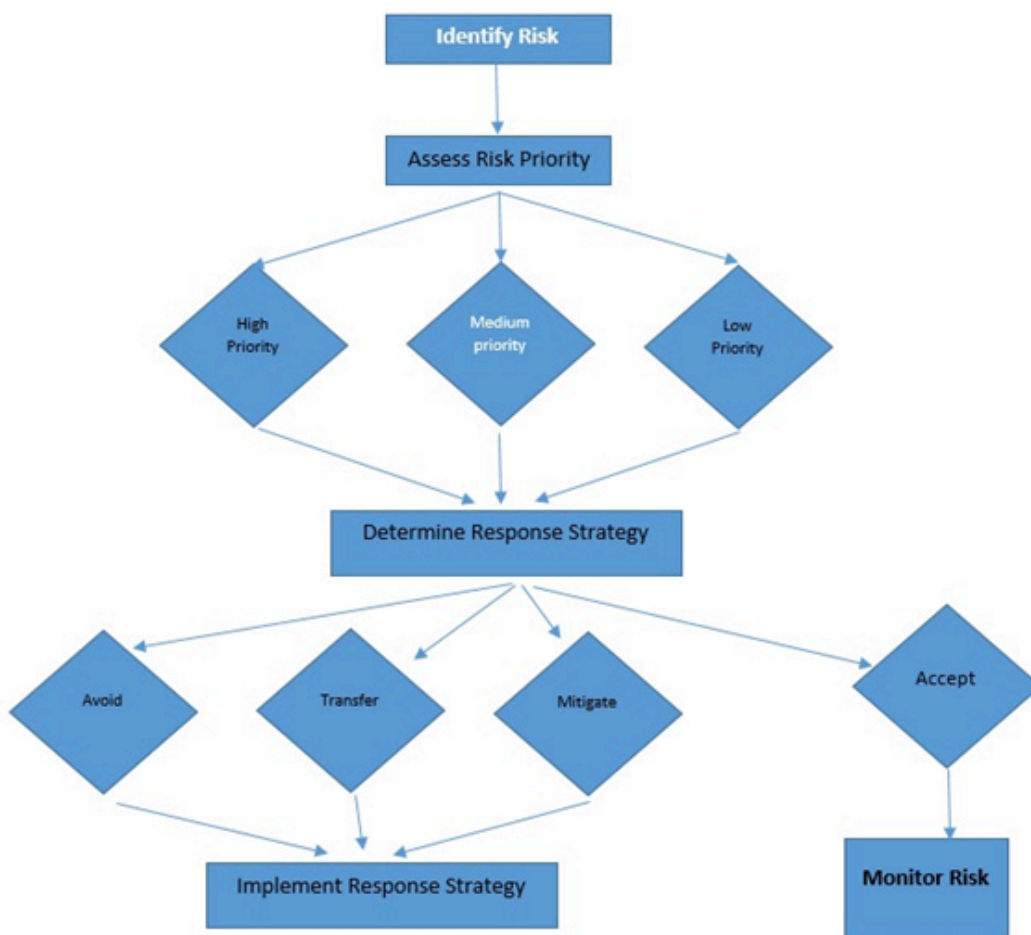


Figure 1. Risk Management Process

1.10 Risks, Risk Monitoring and Control

The table below presents the main risks of CONNECT project that may be encountered, the probability and Mitigation strategy. It is important however to identify new risks as early as possible.



To do so, CONNECT implements the following risk management procedure:

1. Every Work Package Leader is responsible for the Risk Management within its WP and shall report to the IPMT about newly identified risks.
2. Risk management shall be put on the agenda of CONNECT's IPMT Meetings in order to monitor the process in a consistent way.

Table 7.3.1 Potential risks of CONNECT project

Risk No.	Risk Description	Probability	Mitigation Strategy
1	Deviations in work plan during the Preparatory Phase due to the size of the project (issues related to delivery of milestones & deliverables)	Medium	Application of Quality and Risk Management Plan; in case of deviations, the Coordinator will contact EACEA Project Officer to clarify situation and agree on contingency measures
2	Weak flow of communication within consortium due to the high number of project partners	Low	Additional efforts will be made to ensure optimal communication
3	Underestimation of time needed to produce deliverables	Medium	Seek Close communication with partner responsible for the deliverables
4	Lack of experience and qualifications of staff involved	Low	Engage experienced and qualified staff
5	Unexpected and unforeseeable activities leading to a modification of the original plan (national activities)	Medium	Seek close communication with the organizers, monitoring and selection of additional activities, support in finding new funding at the national level.
6	Loss of a key member of the consortium due to change of position etc.	Medium to high	Seek close interaction with the related working groups
7	Surveys fail to provide the needed response/outcome to proceed with defining the process plan	Medium	Incorporate existing information from the literature, and seek cooperation with experts (if necessary external, industry board) when designing the surveys; risk prevention by applying pilot runs
8	Dissemination activities fail to target the correct audiences.	Medium	Discuss in Steering Committee Meetings the target audience



9	Diverging views on the vision & mission of CONNECT project	Low	Maximize involvement of all stakeholder groups, seek agreement on vision and mission at Steering Committee Meetings
10	Redundancies with other ERASMUS+ projects	Low	Seek close communication and collaboration with the other Erasmus+ projects
11	Force majeure (COVID, military situation etc)	High	Application of Quality and Risk Management Plan; in case of deviations, the Coordinator will contact EACEA Project Officer to clarify situation and agree on contingency measures

1.11 Mitigation Measures (reducing probability)

The measures described here are implemented to reduce the probability of risks occurring. They will have an effect on the actual risk. These are pro-active measures by nature and will be operative throughout the project.

1.11.1 Risks / Uncertainties Monitoring procedure

- Project Executive Board identify possible risks/uncertainties in their WP and fill in the template (Annex H).
- The risks monitoring templates (Annex I) are communicated to QAPT Team + WP6 Leader (AM) and the Project coordinator (MSU).
- The QAPT Team, the WP6 Leader (AM), and the Project Coordinator (MSU) register, analyses and prioritise risks and uncertainties.
- The QAPT Team, the WP6 Leader (MSU), and the Project Coordinator (MSU) plans and implements risk responses.



4. EXTERNAL MONITORING

The purpose of the monitoring process is to provide support and guidance to individual site managers and project management teams. It is designed to assist them in areas where they require support. The QAPT (Quality Assurance Project Team) will be able to offer an objective point of view and be „a fresh pair of eyes “in assessing progress to date.

For external monitoring purposes an experienced quality control expert from outside the consortium will be engaged.

The tasks related to the external evaluation of the project results and implementation during the whole project life will be subcontracted to an external evaluator. The latter is expected to complete the following tasks:

- Carry out/execute regular independent peer review of project results and implementation
- Produce, as a result of his/her continuous work, an External Evaluation Report at project's final stage (Annex L).

The external evaluator (an expert or organisation that is external to the consortium) will conduct online interviews with the WP leaders and various project team members and will review the complete project documentation as well as various project outputs and events evidence.

The External Evaluation Report will summarize the findings of the continuous peer review and will provide assessment of project impact and the quality of the results achieved. It will also make conclusions on the consortium efficiency. It will include an independent cost/benefit analysis of the project. The External Evaluation Report will also make recommendations for strengthening the sustainability of the project results and for ensuring long-term impact. The Report will be discussed at the final partner meeting and will be published at the project's website.



5. EVALUATION OF THE TECHNICAL AND FINANCIAL REPORTING

The main guidelines for the reporting are laid out in the Partnership Agreement discussed during the 1st Consortium meeting. The Coordinator and the Project Expert Board (PEB) will continuously monitor the partners' reporting and check the supporting documents.

As it is defined in the Partnership Agreement there will be three annual reports of the partners. They will be reviewed by PEB team and approved by the Coordinator, taking into consideration the following assessment criteria:

- Conformity of the expenditures with the project budget;
- Eligibility of the expenditures;
- Correct use of the procurement procedures, whenever required;
- Correctness and completeness of all supporting documents;
- Correctness of the calculations and applied exchange rates;
- Confirm that any changes which occurred between budget categories are eligible and justified;
- All copies of the annual reports must be signed in original by the appointed contact person of partner institution;
- Expenditures must be in conformity, including full eligibility, with the allocated Budget in the Partnership Agreement.

In case that information in Annual Report is not complete or justified, the PEB team will help and make recommendations on how this situation can be rectified prior to the final approval of the Annual report by the Coordinator. The Report approved in this way is the basis for the transfer of next instalment to the partner institution.



ANNEXES

Supporting documents and quality evaluation assessment forms have been elaborated for the overall Quality Assessment of the project .

List of Annexes

Annex Title	Download from
Annex A: Project Deliverable Template	https://drive.google.com/drive/folders/1pJAel9gPv-5Vc3S3fX6l6Rh-IN0bdyhV?usp=sharing
Annex B: Project PowerPoint Template	
Annex C: Agenda for Study Visits/Meetings/Events	
Annex D: Attendance List Template for Study Visits/Meetings/Events	
Annex E: Minutes of Study Visits/Meetings/Events	
Annex F: Event Report Template for Study Visits/Meetings/Events	
Annex G: Participants Feedback for Study Visits/Meetings/Events	
Annex H: Problem Report /Corrective – Preventive Measures Form	
Annex I: CIP Evaluation Form	
Annex J: ITW Training Evaluation Form	
Annex K: Internal Review Form	
Annex L: External Monitoring Report	
Annex M: Resource Management Plan	
Annex N: Training Material	
Annex O: Table of Achieved Planned Results	
Annex P: Partner Summary Form	
Annex Q: Capacity Building Activities – List of Participants	
Annex R: Salary Activity Task List	
Annex S: Certificate of Completion of the CIP	
Annex T: Certificate of Participation to the CIP	



Annex A: Project Deliverable Template



CONNECT 2021-2024

Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia

Project Acronym:	CONNECT
Project Title:	Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia
Project No:	617393-EPP-1-2020-1-MD-EPPKA2-CBHE-JP
Funding Scheme:	ERASMUS+
Coordinator:	Moldova State University (MSU)
Project Duration:	3 years (starting January 2021)

DX.X Title of Deliverable

Work Package:	XXXXX
Lead Beneficiary:	XXXXX
Submission Date:	DD/MM/YY
Dissemination Level:	Public / Confidential

The contents of this document are the sole responsibility of XXXXXXXX PARTNER and can under no circumstances be regarded as reflecting the position of the European Union.



DOCUMENT CONTROL SHEET

Title of Document:	XXXX
Work Package:	WPXX TITLE OF THE WP
Last version date:	DD/MM/20YY
Status :	Draft
Document Version:	v.01
File Name	CONNECT _XX_v0.X
Number of Pages	XX

VERSIONING AND CONTRIBUTION HISTORY

Version	Date	Revision Description	Responsible Partner
v.0X	DD/MM/20YY	The first version of the document structure, done by the WPX team	PX-Institution

Text : Calibri 11, Line Spacing: 1.15



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



Annex B: Project PowerPoint Template

2



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



CONNECT 2021-2024

Connecting universities-industry through smart entrepreneurial cooperation
and competitive intelligence of students in Moldova, Georgia and Armenia

Erasmus +, KA2,
Capacity Building in the Field of Higher Education
617393-EPP-1-2020-1-MD-EPPKA2-CBHE-JP

[Title of the Meeting]

[Presenter Name, Email]

DD/MM/YYYY



Annex C: Agenda for Study Visits/Meetings/ Events



CONNECT 2021-2024

Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia

Project Acronym:	CONNECT
Project Title:	Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia
Project No:	617393-EPP-1-2020-1-MD-EPPKA2-CBHE-JP
Funding Scheme:	ERASMUS+
Coordinator:	Moldova State University (MSU)
Project Duration:	3 years (starting January 2021)

Agenda	
Event Title	Venue, Date

HH:MM - HH:MM	Title Speaker Name, Affiliation
HH:MM - HH:MM	Title Speaker Name, Affiliation
HH:MM - HH:MM	Title Speaker Name, Affiliation
HH:MM - HH:MM	Title Speaker Name, Affiliation



Annex D: Attendance List Template for Study Visits/Meetings/Events



CONNECT 2021-2024

Connecting universities-industry through smart
entrepreneurial cooperation and competitive intelligence of
students in Moldova, Georgia and Armenia

Project Acronym:	CONNECT
Project Title:	Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia
Project No:	617393-EPP-1-2020-1-MD-EPPKA2-CBHE-JP
Funding Scheme:	ERASMUS+
Coordinator:	Moldova State University (MSU)
Project Duration:	3 years (starting January 2021)

Attendance List

Event Title

Held at ..., Date

No.	Surname, Name	Institution, Position	Signature
1.			
2.			
3.			
4.			
5.			
6.			



--	--	--	--



Annex E: Minutes of Study Visits/Meetings/Events



CONNECT 2021-2024

Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia

Project Acronym:	CONNECT
Project Title:	Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia
Project No:	617393-EPP-1-2020-1-MD-EPPKA2-CBHE-JP
Funding Scheme:	ERASMUS+
Coordinator:	Moldova State University (MSU)
Project Duration:	3 years (starting January 2021)

Minutes of Meeting

Event Title

Held at ..., Date

Work Package:	XXXXX
Deliverable:	XXXXX
Lead Beneficiary:	XXXXX
Submission Date:	DD/MM/YY
Dissemination Level:	Public



Minutes of Meeting Items and Action List

Item 1:
Action 1:
Item 2:
Action 2:
Item 3:
Action 3:



Annex F: Event report template for Study Visits/Meetings/Events



CONNECT 2021-2024

Connecting universities-industry through smart entrepreneurial cooperation *and* competitive intelligence of students in Moldova, Georgia and Armenia

Project Acronym:	CONNECT
Project Title:	Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia
Project No:	617393-EPP-1-2020-1-MD-EPPKA2-CBHE-JP
Funding Scheme:	ERASMUS+
Coordinator:	Moldova State University (MSU)
Project Duration:	3 years (starting January 2021)

Event Report

DX.X Title of Deliverable

Work Package:	XXXXX
Deliverable:	XXXXX
Lead Beneficiary:	XXXXX
Evaluation Date:	DD/MM/YY
Dissemination Level:	Public

The contents of this document are the sole responsibility of XXXXXXXX PARTNER and can under no circumstances be regarded as reflecting the position of the European Union.

Author:	Name, Surname , Institution
Event Title:	



Event Date:	
Event Venue:	
Type of event: (National, international, press conference, promotional event etc.)	
Short description:	
Organiser(s):	
Agenda:	Link to the agenda
Total number of participants:	
Links to further information:	ex. CONNECT website
Other personal remarks:	
<p>Here you can include the information such:</p> <ul style="list-style-type: none"> ▪ Presentation of CONNECT at the event? ▪ What was the subject of your presentation? ▪ Were you invited to present CONNECT or you have registered for the event by yourself? ▪ Were CONNECT promotional materials presented at this conference/event/meeting etc. ▪ CONNECT Stand? ▪ Etc. 	

1. Event Organisation Details

Invitation was sent off to participants on:	
Information Material was sent off to participants on:	
Date of Initial Participant List Compilation:	
Date of Final Participant List Compilation:	
Total Number of Participants Invited	

2. Problems encountered during the event preparation phase

Organisers: Please complete (if you have no problems to report, please fill in "N/A". Please also include any feedback by the participants **before** the workshop)

3. Event Rollout

Some general information (to be filled by organisers)

3.1. Final Event Agenda + Participant list

(Please attach the final event agenda and the list of participants)



3.2. Event Implementation – Commentary by Organising Partners

WP-leader
<i>Please add your comments, if any</i>
Task leader

4. Event Evaluation by Participants

4.1. Summary of the Participant Feedback Form

Results to be filled by organisers based on the questionnaire results. Please note: insert only the overall percentage of all feedback forms received (e.g. participants total number=30; 15 of them were most satisfied and 15 of them satisfied, please include 50% in the column most satisfied and 50% in the column satisfied.)

	Most satisfied	Satisfied	Moderately satisfied	Rather dissatisfied	Not satisfied at all
The event administration					
The structure of the programme					
The venue and facilities					
The presentations					
The discussions					
The event dinner and subsistence					
The overall organisation was professional.					
The time management was always to my fullest satisfaction.					
The style and level of communication between organisers and participants was professional.					
I would recommend this kind of event to my colleagues.					

Prior Experience of Similar Events – Overall %	Please fill in the overall percentage of participants with prior experience of similar events
--	---

4.2. Strengths and limitations of the event: please include comments received

Strengths of the event and contributions or activities enjoyed by participants:	<ul style="list-style-type: none"> • xx • xx
--	--



Suggestions for the improvement:	<ul style="list-style-type: none">• XX• XX
Any further comments	<ul style="list-style-type: none">• XX• XX

4.3. Additional comments

To be filled in by local partner

Please add the following additional information here

- *Charts of the statistical figures from the tables above (pie or bar charts);*
- *Any further comments concerning the feedback you received by the workshop participants*

5. Additional comments

Please add in any other comments concerning the preparation and organisation of this event:



Annex G: Participant Feedback Form for Study Visits/Meetings/Events



CONNECT 2021-2024

Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia

Project Acronym:	CONNECT
Project Title:	Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia
Project No:	617393-EPP-1-2020-1-MD-EPPKA2-CBHE-JP
Funding Scheme:	ERASMUS+
Coordinator:	Moldova State University (MSU)
Project Duration:	3 years (starting January 2021)

Event Feedback Form

Event Title

Held at ..., Date

Work Package:	XXXXX
Deliverable:	XXXXX
Lead Beneficiary:	XXXXX
Submission Date:	DD/MM/YY
Dissemination Level:	Public



1. GENERAL INFORMATION

- a) Participant data (optional) - First name:
- b) Participant data (optional) - Last name:
- c) Participant data (optional) - Organisation
- d) Participant data (optional) – Country:

2. OVERALL FEEDBACK

- a) **GENERAL ASPECT:** Please indicate your agreement with the following statements:

	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
The objectives of the Event were clear	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The issues on the Agenda were consistent with the event objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Event was useful for helping our organization to carry out the expected project activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The materials produced before and during the Event are clear to develop the project activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
All partners contributed to the success of the event	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Event was useful for establishing good working relationships among the partners	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Event met my expectations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The content of the Event was adequate selected and well prepared	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Coordinator significantly contributed to achieve the event objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- b) **LOGISTICS AND ORGANISATION:** Please indicate your agreement with the following statements

	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree



The Agenda (and related materials) were circulated to the partnership in advance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sufficient time was allocated to address each issue on the Agenda	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Organiser contributed to install a collaborative working environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The infrastructure provided was satisfactory (IT, PC, Internet etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Event took place in a suitable room	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

c) **CONTENTS:** Please indicate your agreement with the following statements by ticking the appropriate number:

	Not at all	To a small extent	To some extent	To a great extent	To a very great extent
After the Event, to which extent are project expected activities and results clear to you.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
After the Event, to which extent are work plan and deadlines clear to you?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
After the Event, to which extent are partner's role and responsibility in the project activities clear to you.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
After the Event, to which extent are the decisions taken clear to you?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. STRENGTHS AND LIMITATIONS OF THE EVENT

a) Please illustrate any strengths of the event and contributions or activities you enjoyed:

b) Please indicate how you think the event could have been improved:

c) Any further comments?



Annex H: Problem Report / Corrective -Preventive Measures Form



CONNECT 2021-2024

Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia

Project Acronym:	CONNECT
Project Title:	Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia
Project No:	617393-EPP-1-2020-1-MD-EPPKA2-CBHE-JP
Funding Scheme:	ERASMUS+
Coordinator:	Moldova State University (MSU)
Project Duration:	3 years (starting January 2021)

Quality Control System

Problem Report -Related to DX.X Title of Deliverable

Work Package:	XXXXX
Deliverable:	XXXXX
Lead Beneficiary:	XXXXX
Submission Date:	DD/MM/YY
Dissemination Level:	Confidential

The contents of this document are the sole responsibility of XXXXXXXX PARTNER and can under no circumstances be regarded as reflecting the position of the European Union.

Problem reported by:	Name, Institution
----------------------	-------------------



Date:	
Problem description:	
Possible causes of the problem:	

Actions taken to solve the problem	
Timeline	
Responsible institution and person(s)	

Actions taken to solve the problem	
Timeline	
Responsible institution and person(s)	



Annex I: CIP Evaluation Form

CONNECT
Connecting
through smart
cooperation and
intelligence of
Georgia and



2021-2024
universities-industry
entrepreneurial
competitive
students in Moldova,
Armenia

Project Acronym:	CONNECT
Project Title:	Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia
Project No:	617393-EPP-1-2020-1-MD-EPPKA2-CBHE-JP
Funding Scheme:	ERASMUS+
Coordinator:	Moldova State University (MSU)
Project Duration:	3 years (starting January 2021)

Quality Control System CIP Training Evaluation Form (DX.X)

Work Package:	XXXXX
Deliverable:	XXXXX
Lead Beneficiary:	XXXXX
Evaluation Date:	DD/MM/YY
Dissemination Level:	Confidential

Personal Data

Name:	Email Address:



Training Course Evaluation Questions

How likely is it that you would recommend this course to another student?

1	2	3	4	5
Not likely at all				Extremely Likely

How did you find the quality of the course?

- Very high quality
- High quality
- Neither high nor low quality
- Low quality
- Very low quality

To what extent did this course meet your expectations (1-completely didn't meet, 5- fully met).

1	2	3	4	5
completely didn't meet				fully met

How satisfied are you with the following components of the course. The evaluation is done from 1 (not so satisfied/not so good) to 5 (very satisfied/very good)

	1	2	3	4	5
Content of the course					
Methodology/ methods					
Facilities and premises					
Handouts					
Duration of the meetings					

Please rate the below mentioned points related to your contribution to learning.

	Poor	Fair	Satisfactory	Very good	Excellent
Level of skill/knowledge at start of course					
Level of skill/knowledge at end of course					
Level of skill/knowledge required to complete the course					
Contribution of course to your skill/knowledge					



Do you agree or disagree with the following:

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
Were always open to my questions					
In general, the trainers made me feel confident					
I got new knowledge during the course					
I obtained new skills during the course					

How likely is it to use the information of this course in your future career?

- Very likely
- Likely
- Neither likely nor unlikely
- Unlikely
- Very unlikely

Please rate the course content.

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
Learning objectives were clear					
Course content was organized and well planned					
Course workload was appropriate					
Course organized to allow all present to participate fully					

What aspects of this training were most useful or valuable?

What aspects of this course need to be improved?

Please write your Name and Surname for the certificate

Please write your e-mail address to receive the certificate

How did you hear about this course?

- Social Media
- Internet
- Email
- Newsletter
- Friend
- Other:



How likely is to participate in a similar course in the future? *

- Very likely
- Likely
- Neither likely nor unlikely
- Unlikely
- Very unlikely

Suggestions for improvement:



Annex J: ITW Training Evaluation Form

CONNECT
Connecting
universities-industry
2021-2024
through smart
entrepreneurial cooperation and competitive intelligence of
students in Moldova, Georgia and Armenia



Project Acronym:	CONNECT
Project Title:	Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia
Project No:	617393-EPP-1-2020-1-MD-EPPKA2-CBHE-JP
Funding Scheme:	ERASMUS+
Coordinator:	Moldova State University (MSU)
Project Duration:	3 years (starting January 2021)

Quality Control System

Instructor Training Workshop (ITW) Evaluation Form

Work Package:	XXXXX
Deliverable:	XXXXX
Lead Beneficiary:	XXXXX
Evaluation Date:	DD/MM/YY
Dissemination Level:	Confidential

Personal Data



Name (Optional):	Email Address:	Department (Optional):
-------------------------	-----------------------	-------------------------------

Instructor Training Workshop Evaluation Questions

Training Title: _____

Date Attended: _____

Please select the rating for each section based on the following criteria:

5=excellent 4=good 3=average 2=fair 1=poor

Please rate the trainer(s) on the following:

- Knowledge of the subject matter. 5 4 3 2 1
- Ability to explain and illustrate concepts. 5 4 3 2 1
- Ability to answer questions completely. 5 4 3 2 1

Please rate the skills and responsiveness of the trainers.

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
Trainer was an effective lecturer/demonstrator					
Presentations were clear and organized					
Trainer stimulated participants interest					
Trainer effectively used time during training periods					
Trainer was available and helpful					

Open-ended comments (use the back if you need more space):

What specifically did the trainer do well?

What recommendations do you have for the trainer to improve?

Open-ended comments (use the back if you need more space):

What can be improved with regard to the structure, format, and/or materials



Annex K: Internal Review Form

CONNECT
Connecting
through smart
cooperation and
intelligence of



2021-2024
universities-industry
entrepreneurial
competitive
students in Moldova,
Georgia and Armenia

Project Acronym:	CONNECT
Project Title:	Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia
Project No:	617393-EPP-1-2020-1-MD-EPPKA2-CBHE-JP
Funding Scheme:	ERASMUS+
Coordinator:	Moldova State University (MSU)
Project Duration:	3 years (starting January 2021)

Quality Control System Internal Review Form

Work Package:	XXXXX
Deliverable:	XXXXX
Lead Beneficiary:	
Review Date:	DD/MM/YY
Dissemination Level:	Confidential
Internal Review:	Name, Institution



1. How to fill in this review form

The purpose of the current document is to implement a “check – list” in order to ensure the quality of project deliverables/MOOCs/Videos, in terms of content and format. For every Deliverable this “Internal Review Form” needs to be used and filled in. In addition, comments and text suggestions can be added to the Deliverable document.

The reviewer outside the WP should assure that the content of the deliverable/MOOC/Video is understandable by potential readers with limited technical knowledge on the topic of the document (i.e. the reviewers from EC, etc.).

Here follow the main guidelines to be respected while completing the current document:

- Please fill in all items provided in this document in both sections (content and format)
- Please insert comments or text suggestions wherever applicable in the deliverable document by using track changes.
- Please select one of the two documents to insert comments or text suggestions and do not insert the same comment in both documents (this “internal review form” or the document of the deliverable)
- Please refer to the QAPT concerning clarifications on the completion of the current document

2. Format

The deliverable’s compliance with the Connect template is checked by the QAPT.

3. Content

Please fill in the following table by using an “X” in the column corresponding to the most appropriate reply to the question (N/A can be used when the question is not applicable to the document under review). Please feel free to provide comments either when further elaboration is required or in order to provide guidelines and advise to the deliverable editor.

Content Review	Ye s	N o	N/ A	Comments
Are all paragraphs in the document or points raised on the MOOC/video short, concise and to the point?				
Was the document written in active voice? (<i>Applies to documents only</i>)				
Have you used formal English only?				
Does the document/MOOC/Video use correct English spelling and grammar?				
Is the content presented coherent and in a clear and logical order? Is the used terminology right for the addressed audience?				



Content Review	Yes	No	N/A	Comments
Is the Executive Summary self-contained and includes the main ideas of the document? Requirements: <ul style="list-style-type: none"> Defining scope and context Addressing specific audience Explaining aims of deliverable Referring to inputs and outputs from other deliverables <i>(Applies to documents only)</i>				Need to be added in final version
Does the Introduction clearly state the purpose and structure of the deliverable /MOOC / video and the context to which it belongs to (information about the WP or specific related deliverables if any)?				
To the best of your knowledge, does the content of the document/ MOOC / Video match the description in the GA?				
To the best of your knowledge, does the deliverable / MOOC / Video contribute adequately to the CONNECT objectives as a whole and to the objectives of the specific WP?				
Does the document meet the requirement of a “concise” body of the main document, putting additional detailed information as Annexes? / <i>(Applies to documents only)</i>				
Is the level of detail of the document /MOOC/Video adequate and the information provided sufficient and complete?				
Does the document /MOOC/Video include diagrams and pictures to depict concepts and avoid unnecessary long explanations?				
Have been unnecessary texts as repetitions from the other deliverables avoided and referenced? (i.e. for further information please refer to Dx.x – xxxx.) <i>(Applies to documents only)</i>				

4. Conclusion



Please mark with an “X” in the following tables, the appropriate response concerning the conclusion from the overall review. Please also indicate if a virtual meeting is required:

	Document/MOOC/Video accepted, no changes required.
	Document/MOOC/Video accepted, minor changes required.
	Document/MOOC/Video not accepted, it must be reviewed after changes are implemented.

	YES	NO
A virtual meeting is required to discuss comments and suggested improvements.		

Please add any further comments if needed:



Annex L: External Monitoring Report



CONNECT 2021-2024

Connecting universities-industry through smart entrepreneurial cooperation *and* competitive intelligence of students in Moldova, Georgia and Armenia

Project Acronym:	CONNECT
Project Title:	Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia
Project No:	617393-EPP-1-2020-1-MD-EPPKA2-CBHE-JP
Funding Scheme:	ERASMUS+
Coordinator:	Moldova State University (MSU)
Project Duration:	3 years (starting January 2021)

Quality Control System

External Monitoring Report

Work Package:	XXXXX
Deliverable:	XXXXX
Lead Beneficiary:	
Review Date:	DD/MM/YY
Dissemination Level:	Confidential
External Evaluation:	Name, Institution



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DOCUMENT CONTROL SHEET

Title of Document:	External Monitoring Report
External Monitoring Report:	No. X
Last version date:	DD/MM/20YY
Status :	Draft
Document Version:	v.01
File Name	CONNECT _XX_v0.X
Number of Pages	XX

VERSIONING AND CONTRIBUTION HISTORY

Version	Date	Revision Description	Name of the Expert
v.0X	DD/MM/20YY	The first version of the document structure, done by the External Expert	Name, Surname

Text : Calibri 11, Line Spacing: 1.15



External Monitoring Report

Number of project		617393-EPP-1-2020-1-MD-EPPKA2-CBHE-J P	
Visit completed by		Signature	
1. Project partner information			
1.1. Name:			
2. Visit information			
2.1. Location of visit (country, street, number)			
2.2. Date of visit:			
2.3. Contact person:	Name:	Position:	
3. Summary of progress to date			
3.1. Summarize progress of activities against the implementation schedule			
3.2. Summarize progress against specific objective indicators from the logical framework matrix			
3.3. Is there a risk that the project will fail to meet its key indicators? (if yes, please describe what corrective actions can be taken)			
3.4. Is there a risk that the Project partner will not be able to spent the all the money according to the Partner budget table?			
4. Description and status of the activities within project work plan			
Generally, is the project proceeding in accordance with the work plan? Specifically, which activities have not taken place which should have according to the work plan? What is the level of risk of the project not being completed on time or to the intended standard?			
5. Progress against indicators			
Outputs/outcomes	Indicator	Achieved to date	Plan to achieve indicator
PREP1	1.		
	2.		



	3.		
DEV2	1.		
	2.		
	3.		
DEV3	1.		
	2.		
	3.		
DEV4	1.		
	2.		
	3.		
QPLN	1.		
	2.		
	3.		
DISS & EXP	1.		
	2.		
	3.		
MNGT	1.		
	2.		
	3.		

6. Finance

6.1. Is the Project partner obtaining all necessary supporting documentation and storing this properly? If not, what action will the Project partner take to rectify the solution?

6.2. Is the Project partner experiencing any problems in terms of cash flow? This includes any problems caused by delays with payment from the ASEM?

6.3. Are any underspends or overspends anticipated? For overspends, what is the solution to keep within Partner budget table? For underspends, are there proposals for how this can be used?

6.4. Other

7. Main problems encountered and recommendations

Related to	Description of problem	Project partner Solution/s and/or recommendation/s
Procurement/installation		



Development of strategic documents		
Implementation of strategies		
Delivery of trainings and services		
Marketing/public relations		
Technical and financial reporting		
Relations with Project coordinator, PST and QAPT team		
Other		
Report received by the Project partner		
I confirm that I have received and read the monitoring report		
Name		Date:
Scheduled date of next visit		
Personnel to be present from the Project partner		
1.		
2.		



Annex M: Resource Management Plan



CONNECT 2021-2024

Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia

Project Acronym:	CONNECT
Project Title:	Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia
Project No:	617393-EPP-1-2020-1-MD-EPPKA2-CBHE-JP
Funding Scheme:	ERASMUS+
Coordinator:	Moldova State University (MSU)
Project Duration:	3 years (starting January 2021)

DX.X Title of Deliverable

Resource Management Plan

Work Package:	XXXXX
Lead Beneficiary:	XXXXX
Submission Date:	DD/MM/YY
Dissemination Level:	Confidential



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	RESOURCE	NAME	STATUS	START DATE	END DATE	DURATION in days	COMMENTS
P1							
P2							
P3							
P4							
P5							
P6							
P7							
P8							



P9							
P1 0							
P1 1							
P1 2							
P1 3							
P1 4							
P1 5							



Annex N: Training Materials



CONNECT 2021-2024

Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia

Project Acronym:	CONNECT
Project Title:	Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia
Project No:	617393-EPP-1-2020-1-MD-EPPKA2-CBHE-JP
Funding Scheme:	ERASMUS+
Coordinator:	Moldova State University (MSU)
Project Duration:	3 years (starting January 2021)

DX.X Title of Deliverable

Training Material on Acceleration/Art/Digital Skills

Work Package:	XXXXX
Lead Beneficiary:	XXXXX
Submission Date:	DD/MM/YY
Dissemination Level:	Public

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TRAINING MODULE ON ACCELEARTION / ARTS / DIGITAL SKILLS

Document Subtitle



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The module: A training Module on XXXX education, for trainers, early stage and incorporated startups and teachers to use in non-formal education settings.

Contributors and Editors: XXx,Xxxx; XXX, XXX;

Project: CONNECT - Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia

Funded by: Erasmus+ Programme

Partners:

Partner Logos



Co-funded by the
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of the European Union

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Table of Contents

Introduction: Tell your audience what the training manual is all about.

Course Description

- Who should use this training material
- How to use the training material

Learning Outcomes

By the end of this module, students will be able to:

- identify and validate a market need
- understand the importance of market research for the successful introduction of a new product.
- analyze the competition and identify a competitive advantage
- evaluate and design a business model for a successful concept based on the customer profile
- analyze and design the right types of agreements for market penetration /distribution

Course Format

The course format integrates:

- Online lectures with slides (ppt)
- Video Lectures
- Explanatory material (present) analyzing lecture slides along with useful web and other resources
- A quiz integrating material with “Advanced Acceleration: From Idea to Business Concept: An Entrepreneurial Journey” module

Suggested resources

- Talking to Humans: Success Starts with Understanding Your Customers – by Giff Constable & Frank Rimalovski

Chapter 1

Table Template

Xxx	
XXX	XXX



Key Elements: Include definitions, text, images, videos and rich media to teach your audience.

FAQs: Include frequently asked questions for additional clarity.

Don't Forget: Include here summary of key points raised, or something worth to remember

Resources: Include any helpful resources that they can dig into outside of the manual to further help with training.



Annex O: Table of Achieved / Planned Results



CONNECT 2021-2024

Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia

Project Acronym:	CONNECT
Project Title:	Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia
Project No:	617393-EPP-1-2020-1-MD-EPPKA2-CBHE-JP
Funding Scheme:	ERASMUS+
Coordinator:	Moldova State University (MSU)
Project Duration:	3 years (starting January 2021)

Table of Achieved / Planned Results

Work Package:	XXXXX
Lead Beneficiary:	XXXXX
Submission Date:	DD/MM/YY
Dissemination Level:	Public / Private

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EXAMPLE
USE ONE TABLE PER
WORK PACKAGE:
ADD AS MANY
TABLES AS
NECESSARY

TABLE OF ACHIEVED / PLANNED RESULTS

Reference number of the work	
of achievement and as indicated in the project proposal	

Insert the title and reference number as indicated in the project proposal

Insert the indicators of achievement and/or performance as indicated in the project proposal

Activities carried out to date for the achievement of this result:

Activity N°	Activity Title	Start date	End date	Place	Description of the activity carried out	Specific and measurable indicators of achievement

State where and when the activity has taken/will take place

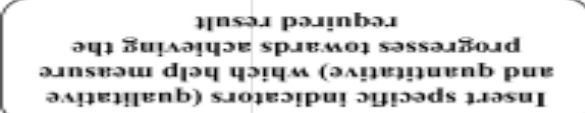
Provide a brief description of the activity

Number indicated in the project proposal



	 Insert the activity title as indicated in the project proposal					
						 Insert specific indicators (qualitative and quantitative) which can help to measure the achievement of the activity result

Activities to be carried out for the achievement of this outcome (entire project period: 2 or 3 years)

Activity N°	Activity Title	Start date	End date	Place	Description of the activity to be carried out	Specific and measurable indicators of progress
						 Insert specific indicators (qualitative and quantitative) which help measure progresses towards achieving the required result



Changes that have occurred in this result since the original proposal:

<p>Describe any change to the original activity plan described in the project proposal</p>



Table of achieved / planned results

<u>Title and reference number of the work package (WP)</u>	
---	--

<u>Indicators of achievement and or/performance as indicated in the project proposal</u>	
---	--

Activities carried out to date to achieve this result:

Activity N°	Activity Title	Start date	End date	Place	Description of the activity carried out	Specific and measurable indicators of achievement

Activities to be carried out to achieve this outcome (before the end of the project)

Activity N°	Activity Title	Start date	End date	Place	Description of the activity to be carried out	Specific and measurable indicators of progress

Changes that have occurred in this result since the original proposal:



--

Please add as many tables as necessary.



Annex P: Partner Summary Form



CONNECT 2021-2024

Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia

Project Acronym:	CONNECT
Project Title:	Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia
Project No:	617393-EPP-1-2020-1-MD-EPPKA2-CBHE-JP
Funding Scheme:	ERASMUS+
Coordinator:	Moldova State University (MSU)
Project Duration:	3 years (starting January 2021)

Partner Summary Form

Work Package:	XXXXX
Lead Beneficiary:	XXXXX
Submission Date:	DD/MM/YY
Dissemination Level:	Private

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Annex Q: Capacity Building Activities – List of Participants



CONNECT 2021-2024

Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia

Project Acronym:	CONNECT
Project Title:	Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia
Project No:	617393-EPP-1-2020-1-MD-EPPKA2-CBHE-JP
Funding Scheme:	ERASMUS+
Coordinator:	Moldova State University (MSU)
Project Duration:	3 years (starting January 2021)

Capacity Building Activities – List of Participants

Work Package:	XXXXX
Lead Beneficiary:	XXXXX
Submission Date:	DD/MM/YY
Dissemination Level:	Private

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Capacity Building activities - List of participants

Project ref:		Project title:								
N°	Type of activity (Activity n°) Conference, mid-term evaluation, final evaluation ...	FAMILY NAME (CAPITAL LETTERS-MAJUSCULE)	FIRST NAME (CAPITAL LETTERS-MAJUSCULE)	E-MAIL ADDRESS (CAPITAL LETTERS-MAJUSCULE)	Organisation	FROM (Departure)	TO (Place of venue)	Date of arrival	Date of departure	Signature



Annex R: Salary Activity Task List



CONNECT 2021-2024

Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia

Project Acronym:	CONNECT
Project Title:	Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia
Project No:	617393-EPP-1-2020-1-MD-EPPKA2-CBHE-JP
Funding Scheme:	ERASMUS+
Coordinator:	Moldova State University (MSU)
Project Duration:	3 years (starting January 2021)

Salary Activity Task List

Work Package:	XXXXX
Lead Beneficiary:	XXXXX
Submission Date:	DD/MM/YY
Dissemination Level:	Private

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WP	Activity	Activity description	Output	Execution period	Deadline	Nr. of involved persons	Nr. of working days per category/per person	Total working days per month/per person	Program Partners	Partner Countries	Notes
WP1	(WP1/1.1)	Template elaboration of the questionnaire for future students	1 template of the questionnaire for future students	February-May 2021	18th of May	SIMCIUC	Cat.1 - 2 days	3 w/d in February 2021	YES		1 person per country from the development group
							Cat.2 - 2 days	4 w/d in March 2021			
							Cat.3 - 2 days	1 w/d in May 2021		Partner Countries will send to UCAM the info To be discussed	
							Cat.4 - 2 days		YES	Review at the end of the project	
WP1.1		2 Questionnaires Analysis (collected data)		30th May						etc	

		Cat. 1		Cat. 2		Cat. 3		Cat. 4		TOTAL COST
Nr.	Related tasks	Nr / working days	Salary rate (per day)	Nr / working days	Salary rate (per day)	Nr / working days	Salary rate (per day)	Nr / working days	Salary rate (per day)	
Nr. 1	SIMCIUC									
	WP1	0	0	0	0	0	0	0	0	0
	WP2	0	0	0	0	0	0	0	0	0
	WP3	0	0	0	0	0	0	0	0	0
	WP4	0	0	0	0	0	0	0	0	0
	WP5	0	0	0	0	0	0	0	0	0
	WP6	0	0	0	0	0	0	0	0	0
	WP7	0	0	0	0	0	0	0	0	0
	TOTAL	0	0	0	0	0	0	0	0	0
Nr.	Related tasks	Nr / working days	Salary rate (per day)	Nr / working days	Salary rate (per day)	Nr / working days	Salary rate (per day)	Nr / working days	Salary rate (per day)	TOTAL COST
Nr. 2	ZAMFIR									
	WP1	0	0	0	0	0	0	0	0	0
	WP2	0	0	0	0	0	0	0	0	0
	WP3	0	0	0	0	0	0	0	0	0
	WP4	0	0	0	0	0	0	0	0	0
	WP5	0	0	0	0	0	0	0	0	0
	WP6	0	0	0	0	0	0	0	0	0
	WP7	0	0	0	0	0	0	0	0	0
	TOTAL	0	0	0	0	0	0	0	0	0



Annex S: Certificate of Completion of the CIP



CONNECT 2021-2024

Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia

Project Acronym:	CONNECT
Project Title:	Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia
Project No:	617393-EPP-1-2020-1-MD-EPPKA2-CBHE-JP
Funding Scheme:	ERASMUS+
Coordinator:	Moldova State University (MSU)
Project Duration:	3 years (starting January 2021)

Certificate of Completion of the CIP

Work Package:	XXXXX
Lead Beneficiary:	XXXXX
Submission Date:	DD/MM/YY
Dissemination Level:	Private

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Certificate of Completion

This is to certify that

Firstname Lastname

has successfully completed the

CONNECT Competitive Intelligence Program

and the course/s: a) Business Acceleration for Beginners/Startups , b) Art Skills, c) Digital Skills (Delete as appropriate)



Annex T: Certificate of Participation to the CIP



CONNECT 2021-2024

Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia

Project Acronym:	CONNECT
Project Title:	Connecting universities-industry through smart entrepreneurial cooperation and competitive intelligence of students in Moldova, Georgia and Armenia
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Funding Scheme:	ERASMUS+
Coordinator:	Moldova State University (MSU)
Project Duration:	3 years (starting January 2021)

Certificate of Participation to the CIP

Work Package:	XXXXX
Lead Beneficiary:	XXXXX
Submission Date:	DD/MM/YY
Dissemination Level:	Private

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of the European Union

Certificate of Participation

This is to certify that

Firstname Lastname

has participated to the

CONNECT Competitive Intelligence Program

and the course/s: a) Business Acceleration for Beginners/Startups , b) Art Skills, c) Digital Skills **Delete**
as appropriate)

