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F R I E N D S



QUALITY CONTROL PLAN

INDICATORS AND SUCCESS CRITERIA FOR PROJECT
OUTCOMES AND OUTPUTS

WP1: IaH: State of Play**Lead Organization: P 10 (MY)/ 15-11-2018 (M1)—14-04-2019 (M5)****Participating Partners: P1-P16**

Output/Outcome Ref. N.	Title	Type of Output	Indicator	Success Criteria	Assessment Tools
1.1	IaH Self-Evaluation Tool	Service/Product	Number of IaH Self-Evaluation Tool	1 Self-Evaluation Tool	Project Event Agenda, Presentation, and Minutes
1.2	Project Task Force Action Plans	Service/Product	Number of PTFAP	3 PTF Action Plans	Report Templates
1.3	Institutional IaH Infographic Reports	Reports	Number of Infographic Reports	12 Infographic Reports	Minute Templates

WP2: IaH: From Awareness to Action**Lead Organization: P 3 (PL)/ 15-02-2019 (M4)—14-11-2019 (M12)****Participating Partners: P1-P16, Associate Partners: employers and PC HEIs business partners**

Output/Outcome Ref. N.	Title	Type of Output	Indicator	Success Criteria	Assessment Tools
2.1	Workshop European Higher Education in the World	Event	Number of PC HEIs staff members as participants	At least 24 PC HEIs staff members as participants	<ul style="list-style-type: none"> - Event Agenda form - Attendance list form - Workshop minute form - Participants venue and traveling information form - Event evaluation form
2.2	IaH Capacity Building Webinars	Event	Number of IaH Capacity Building Webinars	4 Webinars (at least 240 participants/webinar)	<ul style="list-style-type: none"> - Event Agenda form - Attendance list form - Workshop minute form

WP2: IaH: From Awareness to Action

Lead Organization: P 3 (PL)/ 15-02-2019 (M4)—14-11-2019 (M12)

Participating Partners: P1-P16, Associate Partners: employers and PC HEIs business partners

Output/Outcome Ref. N.	Title	Type of Output	Indicator	Success Criteria	Assessment Tools
2.3	Round Tables Campus & Curriculum: InterRationalise This!	Event	Number of campus round tables	At least 1 round table at each PC HEIs (At least 12 round tables)	<ul style="list-style-type: none"> - Event Agenda form - Attendance list form - Workshop minute form - Participants venue and traveling information form - Event evaluation form
2.4	Institutional IaH Action Plans	Reports	Number of institutional IaH Action Plans	At least 1 Action Plan at each PC HEIs (At least 12 Action Plans)	<ul style="list-style-type: none"> - Report Template

WP3: Intercultural Certificate: Design and Prototyping

Lead Organization: P 11 (PH)/ 15-09-2019 (M11)—14-07-2020 (M20)

Participating Partners: P1-P16

Output/Outcome Ref. N.	Title	Type of Output	Indicator	Success Criteria	Assessment Tools
3.1	Workshop Intercultural Passport Design	Event	Number of days for workshop on intercultural passport designs	3 day-workshop	<ul style="list-style-type: none"> - Event Agenda form - Attendance list form - Workshop minute form - Participants venue and traveling information form - Event evaluation form
3.2	Digital Storytelling: A How-to	Training material	Number of pages of How-To manual	Approx. 5 pages	<ul style="list-style-type: none"> - Report template

WP3: Intercultural Certificate: Design and Prototyping
Lead Organization: P 11 (PH)/ 15-09-2019 (M11)—14-07-2020 (M20)
Participating Partners: P1-P16

Output/Outcome Ref. N.	Title	Type of Output	Indicator	Success Criteria	Assessment Tools
3.3	IECD MOOC Core Components	Learning material		<ul style="list-style-type: none"> - Course units - Video-recorded materials 	<ul style="list-style-type: none"> - Assignments - Quizes
3.4	Intercultural Passport Award Guidelines	Service/Product	<ul style="list-style-type: none"> - Number of pages of guidelines - Feedback from the SC 	<ul style="list-style-type: none"> - Approx. 10 pages - Positive feedback from the SC 	<ul style="list-style-type: none"> - PC Meeting minutes - SC meeting minutes
3.5	Digital Storytelling Contests	Event	<ul style="list-style-type: none"> - Number of digital storytelling contests - Duration of each digital story - Number of best digital stories 	<ul style="list-style-type: none"> - 12 digital storytelling contests - 2-3 minutes of each story - 3 best digital stories 	<ul style="list-style-type: none"> - Event Agenda form - Attendance list form - Contest minute form - Participants venue and traveling information form - Event evaluation form
3.6	IECD MOOC	Event Learning material	<ul style="list-style-type: none"> - Number of online PC HEI learners - Number of weeks for MOOC courses 	<ul style="list-style-type: none"> - At least 1200 online learners - 6 weeks in a row 	<ul style="list-style-type: none"> - Event Agenda form - Attendance list form - Event minute form - Participants venue and traveling information form - Event evaluation form
3.7	Intercultural Passport Award	Service/Product	<ul style="list-style-type: none"> - Number of online PC HEI students - Number of students successfully completed the MOOC - Number of intercultural passport awarded 	<ul style="list-style-type: none"> - At least 1200 students - 180 students successfully completed the MOOC - 180 students awarded 	<ul style="list-style-type: none"> - PC Meeting minutes - SC meeting minutes

WP4: FRIENDS Teahouses: Setup and Piloting**Lead Organization: P 14 (TH)/ 15-05-2020 (M19)—14-02-2021 (M27)****Participating Partners: P1-P16, Associated Partners in culture and arts, creative industries, arts management, event management**

Output/Outcome Ref. N.	Title	Type of Output	Indicator	Success Criteria	Assessment Tools
4.1	Student Boot Camp	Event	<ul style="list-style-type: none">- Number of week student mobility- Number of modules at Student Boot Camp	<ul style="list-style-type: none">- 8 week-student mobility- 7 modules at the Student Boot Camp	<ul style="list-style-type: none">- Event Agenda form- Attendance list form- Boot Camp minute form- Participants venue and traveling information form- Event evaluation form
4.2	Home away from Home Staff Retreat	Event	<ul style="list-style-type: none">- Number of project team members in the Retreat- Number of P15 staff members in the Retreat	<ul style="list-style-type: none">- 31 project team members- P15 staff members	<ul style="list-style-type: none">- Event Agenda form- Attendance list form- Retreat minute form- Participants venue and traveling information form- Event evaluation form
4.3	Home away from Home Staff Programme	Service/Product	<ul style="list-style-type: none">- Number of pages of the programme	<ul style="list-style-type: none">- Approx. 5 pages of the programme	<ul style="list-style-type: none">- PC Meeting minutes- SC meeting minutes
4.4	FRIENDS Teahouses Code of Conduct and Calendar	Service/Product	<ul style="list-style-type: none">- Number of the country specific website domains	<ul style="list-style-type: none">- 5 country specific website domains	<ul style="list-style-type: none">- PC Meeting minutes- SC meeting minutes
4.5	FRIENDS International and Intercultural Festivals	Event	<ul style="list-style-type: none">- Number of festivals- Number of participants	<ul style="list-style-type: none">- 12 festivals (Each per PC HEI)- At least 200 participants/PC	<ul style="list-style-type: none">- Event Agenda form- Attendance list form- Festival minute form- Participants venue and traveling information form- Event evaluation form

WP5: Quality Assurance and Quality Control**Lead Organization: P 7 SRU (KH)/ 15-11-2018 (M1)—14-11-2020 (M36)****Participating Partners: P1-P16**

Output/Outcome Ref. N.	Title	Type of Output	Indicator	Success Criteria	Assessment Tools
5.1	Quality Plan	Service/Product	- Number of pages of the plan	- Approx. 10 pages of the plan	- PC meeting minute form - SC meeting minute form
5.2	Milestones Achievement Reports	Reports	- Feedback from WP leaders in charge	- Positive feedback from WP leaders	- Feedback Evaluation form
5.3	Interim Card Report Days	Event	<ul style="list-style-type: none">- Number of events aiming at collecting feedback and registering the perceptions of internal stakeholders- Number of pages of presentation of objectives and achievements of the project- Number of pages of report cards- Number of completed report cards	<ul style="list-style-type: none">- 12 events (1 per PC HEI)- 1 page presentation of the objectives and achievements of the project- 1-2 pages of report card- At least 40 completed report cards	<ul style="list-style-type: none">- Event Agenda form- Attendance list form- Event minute form- Participants venue and traveling information form- Event evaluation form
5.4	Interim Internal Evaluation Report	Report	<ul style="list-style-type: none">- When to submit the report- What will be included?	<ul style="list-style-type: none">- Halfway through the project's life- Analysis of evaluation results, evaluation of achievements and impact of the project, evaluation of the viability and efficiency of consortium, SWOT analysis of the project consortium and cooperation, strategy for addressing deviations, quality issues and challenges	<ul style="list-style-type: none">- Report template- SC meeting minutes form- External Evaluator Evaluation Form

WP5: Quality Assurance and Quality Control
Lead Organization: P 7 SRU (KH)/ 15-11-2018 (M1)—14-11-2020 (M36)
Participating Partners: P1-P16

Output/Outcome Ref. N.	Title	Type of Output	Indicator	Success Criteria	Assessment Tools
5.5	Final Card Report Days	Event	<ul style="list-style-type: none"> - Number of final card day events - Number of pages of the project team - Number of pages of report card - Number of completed report cards 	<ul style="list-style-type: none"> - 12 events (each per PC HEI) - 1 page of the presentation of the objectives and achievements of the project - 1-2 pages of the report card - At least 40 completed report cards 	<ul style="list-style-type: none"> - Event Agenda form - Attendance list form - Event minute form - Participants venue and traveling information form - Event evaluation form
5.6	Final Internal Evaluation Report	Report	<ul style="list-style-type: none"> - Feedback from the SC - Feedback from the External Evaluator 	<ul style="list-style-type: none"> - Positive feedback from the SC - Positive feedback from the External Evaluator 	<ul style="list-style-type: none"> - Report template - SC meeting minutes form - External Evaluator Evaluation Form
5.7	External Evaluation Report	Report	<ul style="list-style-type: none"> - Feedback from the SC 	<ul style="list-style-type: none"> - Acceptance of the Report from the SC 	<ul style="list-style-type: none"> - SC meeting minutes form

WP6: Dissemination & Exploitation
Lead Organization: P 12 (PH) with the support of P1/ 15-07-2020 (M21)—14-11-2021 (M36)
Participating Partners: P1-P16, all associate partners

Output/Outcome Ref. N.	Title	Type of Output	Indicator	Success Criteria	Assessment Tools
6.1	FRIENDS Caravans	Event	<ul style="list-style-type: none"> - Number of HEIs by project team in KH, MY, PH, and TH - Number of HEIs by P5 and P6 in BT - Number of students in each of 4 FRIENDS Caravans in KH, MY, PH, and TH - Number of students of FRIENDS Caravans in BT 	<ul style="list-style-type: none"> - At least 10 HEIs in KH, MY, PH, and TH - At least 2 HEIs in BT - At least 300 students in each of the 4 FRIENDS Caravan - At least 100 students in BT 	<ul style="list-style-type: none"> - Media Publications (National)

WP6: Dissemination & Exploitation: Friends beyond FRIENDS**Lead Organization: P 12 (PH) with the support of P1/ 15-07-2020 (M21)—14-11-2021 (M36)****Participating Partners: P1-P16, all associate partners**

Output/Outcome Ref. N.	Title	Type of Output	Indicator	Success Criteria	Assessment Tools
6.2	FRIENDS National Conferences on IaH	Event	<ul style="list-style-type: none"> - Number of National Conferences on IaH by 5PCs - Number of participants in each conference 	<ul style="list-style-type: none"> - 5 National Conferences on IaH by 5 PCs (one each) - 50 participants in each PC 	<ul style="list-style-type: none"> - Live streamed
6.3	Career Fair Local Markets for Global Talents	Event	<ul style="list-style-type: none"> - Number of Career Fair Events - Number of employers joining each career fair - Number of students at Career Fair 	<ul style="list-style-type: none"> - 11 Career Fair Events in 10PCs and 1 in BT - 30 employers (Local, National or multinational companies) - 200 students at each Career Fair 	<ul style="list-style-type: none"> - Live streamed
6.4	Community Development Plans	Service/Product	<ul style="list-style-type: none"> - Number of community development plans - Number of pages of the plan 	<ul style="list-style-type: none"> - 1 doc. per PC HEI - Approx. 5 pages 	<ul style="list-style-type: none"> - PC meeting minute form - SC meeting minute form

WP7: Dissemination & Exploitation: FRIENDS Dissemination**Lead Organization: P 15 with the support of P2 as WP co-leader/ 15-11-2018 (M1)—14-11-2021****Participating Partners: P1-P16, all associate partners**

Output/Outcome Ref. N.	Title	Type of Output	Indicator	Success Criteria	Assessment Tools
7.1	Dissemination and Communication Plan	Service/Product	<ul style="list-style-type: none"> - Number of pages of document content 	<ul style="list-style-type: none"> - 20 pages of the document 	<ul style="list-style-type: none"> - PC meeting minute form - SC meeting minute form
7.2	FRIENDS Website incl. 5 Subdomains	Event	<ul style="list-style-type: none"> - Number of subdomains of FRIENDS Website 	<ul style="list-style-type: none"> - 5 subdomains of FRIENDS Website 	<ul style="list-style-type: none"> - Media Publications
7.3	FRIENDS Swags Design Contest	Event	<ul style="list-style-type: none"> - Number of Swags Design Contest - Number of PC HEIs students joining the contest 	<ul style="list-style-type: none"> - 1 Swags Design Contest - Unlimited number of PC HEIs students in the contest 	<ul style="list-style-type: none"> - Live streamed

WP7: Dissemination & Exploitation: FRIENDS Dissemination
Lead Organization: P 15 with the support of P2 as WP co-leader/ 15-11-2018 (M1)—14-11-2021
Participating Partners: P1-P16, all associate partners

Output/Outcome Ref. N.	Title	Type of Output	Indicator	Success Criteria	Assessment Tools
7.4	FRIENDS Reunions	Event	- Number of FRIENDS Reunion events	- At least 12 on campus events (One per each PC HEI)	- Live streamed
7.5	FRIENDS Newsletters	Report	- Number of FRIENDS Newsletters - Number of e-mail recipients	- 5 FRIENDS Newsletters during project life time - At least 100 emails per PC HEI	- Newsletters template - Email recipients form
7.6	Project Promotional Materials	Service/Product	- Number of FRIENDS Brochures - Number of FRIENDS Leaflet	- At least 500 Brochures in each of the 5 PCs - At least 500 leaflets in each of the 5 PCs	- PC meeting minute form - SC meeting minute form
7.7	HE Globalization: Final International Conference	Event			

WP8: Management: Project Management
Lead Organization: P 1 VUM (BG)/ 15-11-2018 (M1)—14-11-2021 (M36)
Participating Partners: P1-P16

Output/Outcome Ref. N.	Title	Type of Output	Indicator	Success Criteria	Assessment Tools
8.1	Project Management Plan	Service/Product	- Feedback from SC	- SC Agreement	- Report Template - SC meeting minutes form
8.2	Partnership Agreements	Service/Product	- Number of Partnership Agreements	- 15 Partnership Agreements	
8.3	FRIENDS Code of Conduct	Service/Product	- Number of pages - Feedback from SC	- Approx. 2 pages - SC Agreement	- Report Template - SC meeting minutes form
8.4	Year 1 Progress Report	Report	- Number of pages - Feedback from SC	- Approx. 10 pages - SC Agreement	- Report Template - SC meeting minutes form

WP8: Management: Project Management**Lead Organization: P 1 VUM (BG)/ 15-11-2018 (M1)—14-11-2021 (M36)****Participating Partners: P1-P16**

Output/Outcome Ref. N.	Title	Type of Output	Indicator	Success Criteria	Assessment Tools
8.5	Project Exploitation Plan	Service/Product	- Number of pages - Feedback from SC	- Approx. 5 pages - SC Approval	- Report Template - SC meeting minutes form
8.6	Year 2 Progress Report	Report	- Number of pages - Feedback from SC	- Approx. 10 pages - SC Approval	- Report Template - SC meeting minutes form
8.7	Project Sustainability Roadmap	Service/Product	- Number of pages - Feedback from SC	- Approx. 5 pages - SC Approval	- Report Template - SC meeting minutes form
8.8	Final Report Draft	Report	- Number of pages - Feedback from SC	- Approx. xx pages - SC Approval	- Report Template - SC meeting minutes form
8.9	SC Online Meetings Minutes	Report	- Number of online SC meetings - Number of participants	- At least 3 per year - All SC members	- SC meeting agenda form - Attendance List form - SC meeting minutes form

References:

- Detailed Description of the Project, 2018 Version 1
- BEEHIVE: Quality Control Plan, 2017. www.beehive-erasmusplus.eu

**THANK YOU FOR YOUR
KIND ATTENTION!**