

## European Space University for Earth and Humanity

UNIVERSEH is an alliance of five European universities established to develop a new way of collaboration in the field of Space, within the "European Universities" initiative.

The alliance aims to create new higher education interactive experiences for the university community, teachers and students, and for the benefit of society as a whole. Such initiatives will enable broadminded, informed and conscientious European citizens to capture and create new knowledge and become smart actors of European innovation, valorisation and societal dissemination within the Space sector, from science, engineering, liberal arts to culture.

Grant agreement number: 101004066

Funding Scheme: Erasmus+/European Universities

# D1.5 Quality Assurance Process

Due date of deliverable: M 4 Actual Submission date: 22/07/2021

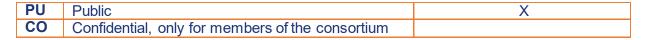
Start date of the project: 01/11/2020

Duration: 36 months

Organisation responsible for this deliverable:

Version: final

### **Dissemination level**



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## **Document History**

Version	Date	Author	Partner	Summary of main changes
1.0	22/07/21	Hélène Gentils	UT	N/A

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#### Introduction

The Quality Assurance Process for UNIVERSEH has been drafted by the coordinator, with input from work package leaders. It has been discussed and amended by the Quality Assurance Committee.

This deliverable is made up of two documents:

- the UNIVERSEH Quality Assurance Process – describing all the steps and people involved in the monitoring of quality in UNIVERSEH

- the UNIVERSEH Quality Monitoring Table detailing 2 types of indicators:
- Performance indicators quantitative achievement of our objectives;
- Quality indicators quality of the project's achievements.

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## Quality Assurance Process

#### Introduction

This document describes the roles and responsibilities of the various people within the UNIVERSEH alliance in charge of the quality assurance process, with the objective of monitoring the quantitative and qualitative implementation of the project activities, ensuring compliance with EU rules and with the global vision of the project.

This will enable the Alliance partners rely on data to constantly adapt the way they are working with an objective of enhancement.

The **UNIVERSEH Quality Monitoring table**, which is made up of the list of performance and quality indicators, is annexed to this **UNIVERSEH Quality Assurance Process**.

#### References

The Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)<sup>1</sup> recommends taking into account the dual objective of accountability and enhancement at the core of all quality assurance activities. Taken together, these create trust in the higher education institution's performance.

Creating trust is at the core of the UNIVERSEH project, as indeed it aims as acting as a role-model for other Higher Education Institutions and paving the way for the future of higher education in Europe.

A particular attention will also be paid to the work of EUnIQ project, which aims at developing a European Approach for Comprehensive QA of (European) University Networks (EUniQ)

### **Quality Monitoring**

See Annex 1 - UNIVERSEH Quality Monitoring table

Twelve objectives have been defined by the Alliance for the project:

- Involvement of students in the development of UNIVERSEH
- Contributing to regional development
- Ensuring a long-term strategy for coordination and management of UNIVERSEH
- Sound financial management and sustainability
- Acting as role-model for other HEI
- Enhancing student, staff and researcher mobility within the Alliance

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Promoting multilingualism

<sup>1</sup> <u>https://www.enqa.eu/wp-content/uploads/2015/11/ESG\_2015.pdf</u>



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- Offering multi-disciplinary courses to train students for the jobs of today and tomorrow
- Developing innovative approaches to teaching and learning
- Supporting entrepreneurship and innovation mind-set and skills
- Developing university-business cooperation
- Making UNIVERSEH inclusive and more connected to society

For each of these objectives, two types of indicators are established:

- Performance indicators aimed at measuring the quantitative achievement of our objectives;
- Quality indicators of indicators aimed at assessing the quality of the project's achievements.

For each indicator, either work package(s) leader(s) or governing bodies chairs are identified. They are responsible for collecting the data on an annual basis.

A UNIVERSEH Quality Monitoring table is proposed by the coordinator.

The Quality Assurance Committee approves this **UNIVERSEH Quality Monitoring table** during its first meeting, according to the procedures set in its terms of reference. It may amend it at a later stage.

#### **Quality Reports**

The Quality Reports are established once a year:

- November 2021 (M12) for the period covering 01/11/2020 to 31/10/2021;
- November 2022 (M24) for the period covering 01/11/2021 to 31/10/2022;
- November 2023 (M36) for the period covering 01/11/2022 to 31/10/2023.

They are based on data selected from the **Quality Monitoring table** and contain the following sections (non-exhaustive list):

- Analysis of the indicators findings for each objective
- Comments and proposed correction measures from the Quality Assurance Committee
- Feedback from students
- Feedback from businesses involved

Once a year, each work package leader is responsible for collecting and collating, from all the project partners, the information necessary to monitor the indicators under their responsibility.

The coordinator establishes a draft report, based on the data collected, analysing the progress made at the Alliance level.

The Quality Assurance Committee reviews the draft report and includes feedback. If the quality level is not as expected, the committee suggests an Action Plan with corrective measures, a timeline and targets to review the implementation of the action plan).

The final version of the **Quality Assurance Report** is approved by the Quality Assurance Committee and presented to the Steering Committee, which agrees on the implementation of the Action Plan.

















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Once the Quality Assurance Report is approved, a citizen summary is created, presenting the key figures of the report in one page, published on the project website.



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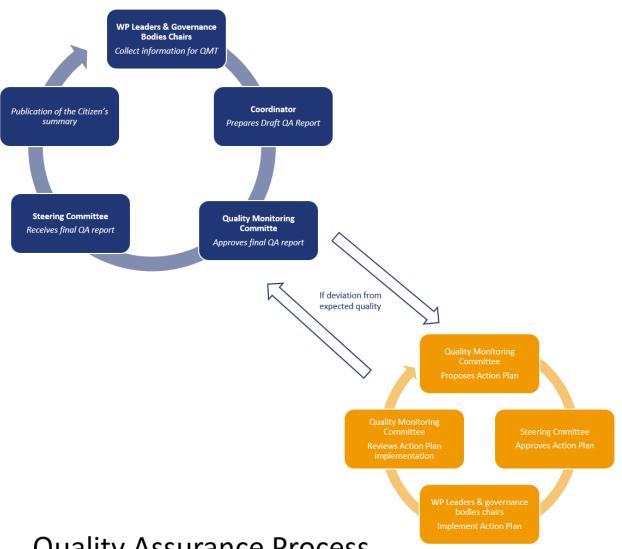








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**Quality Assurance Process** 

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	UNIVERSEH Quality monitoring				
UNIVERSEH objectives	Performance indicators How will we measure the achievement of our objectives?	Quality Indicators How will we assess the quality of our results?	How will we progress after 3 years?		
Involvement of students in the development of UNIVERSEH	By measuring the number of students involved in the project : Number of students involved in governing bodies: Governing Board, Academic Council, Steering Committee, Quality Assurance Committee and Student Council (target: at least 10) Number of activities developped in collaboration with ESN (target: at least 10) Number of student-led activites/events implemented Number of followers on student social media	By assessing the impact of student involvement in the project: _ Recognition of student involvement in the project (in diploma supplement? other method?) _ Evaluation of student's feeling involved in the projet (survey with a 1-6 mark, percentage of 4+ marks) _ Ratio of students involved in the implementation of the project activities compared to staff / professors _ Creation of a UNIVERSEH alumni association	_ improve as per survey data, increase ratios _ increase in number of members of the UNIVERSEH alumni association		
Contributing to regional development	By measuring UNIVERSEH activities having a potential economic impact: _ Number of activities organised with the support of local and regional stakeholders _ Number of job offers collected from local and regional stakeholders _ Number of internship offers collected from local and regional stakeholders _ Number of start-ups created by UNIVERSEH alumni	By assessing the impact of UNIVERSEH on the regional economy of partners' areas: Number of UNIVERSEH students finding jobs in the Alliance partner's regions Number of UNIVERSEH students finding an internship in the Alliance partner's regions			
Ensuring a long-term strategy for coordination and management of UNIVERSEH	By measuring the steps towards the a long term strategy for UNIVERSEH: _ Design of a common diploma supplement _ Number of people involved in the UNIVERSEH Alliance governance (Governing Board, Steering Committee, Student Board, Academic Council, Quality Assurance Committee and Advisory Board) _ Number and frequency of governing bodies meetings (Governing Board, Steering Committee, Student Board, Academic Council, Quality Assurance Committee and Advisory Board) _ Number on frequency of governing bodies meetings (Governing Board, Steering Committee, Student Board, Academic Council, Quality Assurance Committee and Advisory Board) _ Number of users of the European Student Card _ Number of meetings to define the shape of a potential legal entity for UNIVERSEH	parties	Number of diploma supplement awarded increasing, creation/functionning of the legal entity		
Sound financial management and sustainability	By monitoring the project budget is spent: _ Number of joint EU project submitted for funding _ Variation rate between planned budget and actual spent	By assessing the quality of financial management: Number of joint EU projects approved Amount of complementary funding received Positive EU-commissioned audit conclusions	improving for the follow-up project		

Acting as role-model for other HEI	By measuring the activities aiming at increasing the visibility of UNIVERSEH in the education and space communities in Europe : Number of external events attended by project partners to present UNIVERSEH Number of non-partner HEIs attending UNIVERSEH events	By assessing the attractiveness of the UNIVERSEH project/alliance: _ Interest of HEIs to join the UNIVERSEH alliance (call for further funding in 2023) _ Relevance of new partners (complementarity with existing Alliance Alliance, partners from countries with a high spend profile in space research (contribution to ESA budget))	
Enhancing student, staff and researcher mobility within the Alliance	By measuring the activities promoting mobility for staff and students: Number of events organised to promote staff mobility in partner universities (target: at least 15) Number of staff mobility within the alliance (target: 100 for 2022-23 and 150 for 2023-24) Number of joint staff seminars organised within the alliance Number of events organised to promote student mobility (target: at least 30) Number of student mobility within the alliance (target: 4000 for 2022-23 and 5000 for 2023-24)	Levaluation of student's long-term mobility experience (survey with a 1-6 mark, percentage of 4+ marks)	figures increasing after 2023, improving as per survey feedback
Promoting multilingualism	By measuring the activities promoting multilingualism: Number of events in a language other than English Number of bilingual and bicultural tandems between students created Number of UNIVERSEH students in mobility attending local language classes		figures increasing after 2023, improving as per survey feedback
Offering multi- disciplinary courses to train students for the jobs of today and tomorrow	By measuring the number of UNIVERSEH courses: Number of courses created (target: 10) Number of ECTS of courses created (target: 30) Number of programmes designed (target: 1) Number of students following UNIVERSEH courses Number of faculties involved in designing and delivering courses	By assessing the courses quality level and their fittness for purpose : Number of courses with five stars Number of courses with 4 stars Number of courses with 3 stars Satisfaction level of students regarding the teaching quality of the course (survey with a 1-6 mark, percentage of 4+ marks) Level of completion of the matrix	Number of programmes created and implemented increasing, improving as per survey feedback

Developing innovative approaches to teaching and learning	Number of nilet actions implemented to test an innevative	the course (survey with a 1-6 mark, percentage of 4+ marks)	questionnaires from employers - feedback on employing UNIVERSEH alumni, improving as per survey feedback
Supporting entrepreneurship and innovation mind-set and skills	By measuring the activities promoting entreprenneurship and innovation skills: Number of entrepreneurship courses within the alliance Number of practical entreprenneurship activities (hackathons etc) Number of UNIVERSEH students attending European hackathon or similar practical entreprenneurship activities and contests Number of students attending entrepreneurship courses within the alliance		ratio figures improving, improving as per survey feedback
Developing university- business cooperation	_ Number of businesses involved in UNIVERSEH activities (target: 25)	for further funding in 2023 Creation of a UNIVERSEH Club for businesses	number of businesses involved in UNIVERSEH club increasing, roadmap of business involvement in funding the sustainability of UNIVERSEH

Making UNIVERSEH inclusive and more connected to society	Number of women involved in WP management Number of female students doing a mobility within the alliance Number of students with a disability doing a mobility within the alliance Number of female staff doing a mobility within the alliance Number of female staff doing a mobility within the alliance Number of events organised by partners aimed at the general public (i.e. aimed at non-professional people outside	<ul> <li>_ Ratio of women within the students doing a mobility within the alliance</li> <li>_ Ratio of women within the staff doing a mobility within the alliance</li> <li>_ Satisfaction level of students with specific needs regarding their mobility experience (survey with a 1-6 mark, percentage of 4+ marks)</li> </ul>	improving as per survey feedback, ratio figures improving, adding new stats once we have a more significant number of UNIVERSEH students and courses (Ratio of start-ups created by women, ratio of start-ups created by UNIVERSEH alumni from disadvantaged backgrounds; Number of female students attending entrepreneurship courses and practical entreprenneurship activities; Number of students from disadvantaged background attending entrepreneurship courses and practical entreprenneurship activities)
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Note: This list of indicators is intended for the whole duration of the project and therefore, in line with the work plan proposed in the application, some of these indicators will only be relevant for Year 3 of the project. The target indicated are the ones set in the project proposal. The indicators are set at the UNIVERSEH Alliance level and aim at identifying the activities implemented by project partners and third parties in the framework of the agreed project proposal.

### UNIVERSEH Quality Assurance Performance indicators How will we measure the achievement of our objectives?

UNIVERSEH objectives	Indicators	Who is responsible for data collection?
Involvement of students in the	_ Number of students involved in governing bodies: Governing Board, Academic Council, Steering Committee, Quality Assurance Committee (target: at least 10)	WP1 Leader
development of UNIVERSEH	_ Number of activities developped in collaboration with ESN (target: at least 10)	All WP Leaders
	Number of student-led activites/events implemented	All WP Leaders
	_ Number of followers on student social media	Student Council Chair
	_ Number of activities organised with the support of local and regional stakeholders	All WP Leaders
Contributing to regional development	_ Number of job offers collected from local and regional stakeholders	WP5 Leader
	_ Number of internship offers collected from local and regional stakeholders	WP5 Leader
	_ Number of start-ups created by UNIVERSEH alumni	WP5 Leader
	_ Design of a common diploma supplement	WP3 Leader
Ensuring a long-term	_ Number of people involved in the UNIVERSEH Alliance governance (Governing Board, Steering Committee, Student Board, Academic Council, Quality Assurance Committee and Advisory Board)	WP1 Leader
strategy for coordination and management of UNIVERSEH	_ Number and frequency of governing bodies meetings (Governing Board, Steering Committee, Student Board, Academic Council, Quality Assurance Committee and Advisory Board)	WP1 Leader
	_ Number of users of the European Student Card	WP2 Leader
	_ Number of meetings to define the shape of a potential legal entity for UNIVERSEH	WP1 Leader
Sound financial	Number of joint EU project submitted for funding	WP1 Leader
management and sustainability	_Variation rate between planned budget and actual spent	WP1 Leader

U U	present UNIVERSEH	All WP Leaders
for other HEI	_ Number of non-partner HEIs attending UNIVERSEH events	All WP Leaders
	_ Number of events organised to promote staff mobility in partner universities (target: at least 15)	WP2 Leader
Enhancing student,	_ Number of staff mobility within the alliance (target: 100 for 2022-23 and 150 for 2023-24)	WP2 Leader
staff and researcher mobility within the	_ Number of joint staff seminar organised within the alliance	WP2 Leader
Alliance	_ Number of events organised to promote student mobility (target: at least 30)	WP2 Leader
	_ Number of student mobility within the alliance (target: 4000 for 2022-23 and 5000 for 2023-24)	WP2 Leader
	Number of events in a language other than English	All WP Leaders
Promoting	_ Number of bilingual and bicultural tandems between students created	WP2 Leader
multilingualism	_ Number of UNIVERSEH students in mobility attending local language classes	WP2 Leader
	_ Number of courses created (target: 10)	WP3 Leader
Offering multi-	_ Number of ECTS of courses created (target: 30)	WP3 Leader
disciplinary courses to train students for the	_ Number of programmes designed (target: 1)	WP3 Leader
	Number of students following UNIVERSEH courses	WP3 Leader
jobs of today and tomorrow	_ Number of faculties involved in designing and delivering courses	WP3 Leader
	_ Number of courses involving innovative pedagogical method (i.e having stars on active learning content and digital content)	WP3 Leader
	_ Number of pilot actions implemented to test an innovative learning method	WP4 Leader

Developing innovative	_ Number of students involved in the development of innovative approaches to teaching and learning	WP4 Leader
approaches to teaching and learning	_ Number of teachers involved in the development of innovative approaches to teaching and learning	WP4 Leader
	_ Number of workshops or webinars delivered	WP3 and WP4 Leaders
	_Number of live participants in the workshops or webinars	WP4 Leader
	_ Number of views of the recorded webinars	WP7 Leader
	_ List of the innovative methods used	WP4 Leader
	_ Number of entrepreneurship courses within the alliance	WP5 Leader
Supporting	_ Number of practical entreprenneurship activities (hackathons etc)	WP5 Leader
entrepreneurship and innovation mind-set and skills	_ Number of students attending entrepreneurship courses within the alliance	WP5 Leader
	_ Number of UNIVERSEH students attending European hackathon or similar practical entreprenneurship activities and contests	WP5 Leader
Developing university-	_Number of businesses involved in UNIVERSEH activities (target: 25)	All WP Leaders
business cooperation	_ Number of activities developped in collaboration with businesses (target: 10)	All WP Leaders
	_ Number of women involved in WP management	WP1 Leader
	_ Number of female students doing a mobility within the alliance	WP2 Leader
	_ Number of students with a disability doing a mobility within the alliance	WP2 Leader
Making UNIVERSEH	_Number of female staff doing a mobility within the alliance	WP2 Leader
inclusive and more connected to society	_Number of events aimed at the general public	All WP Leaders
	_Number of newspapers articles published on UNIVERSEH	WP7 Leader
	_ Number of female students attending entrepreneurship courses within the alliance	WP5 Leader
	_ Number of female students attending practical entreprenneurship activities (hackathons etc)	WP5 Leader

## UNIVERSEH Quality Assurance Quality indicators How will we assess the quality of our results?

UNIVERSEH objectives	Indicators	Who is responsible for data collection?
	_ Recognition of student involvement in the project (in diploma supplement? other method?)	WP1 Leader
Involvement of students in the	_ Evaluation of student's feeling involved in the projet (survey with a 1-6 mark, percentage of 4+ marks)	All WP Leaders + Student Council Chair
development of UNIVERSEH	_ Ratio of students involved in the implementation of the project activities compared to staff / professors	All WP Leaders + Student Council Chair
	_ Creation of a UNIVERSEH alumni association	Student Council Chair
Contributing to	_ Number of UNIVERSEH students finding jobs in the partner's area	WP5 Leader
regional development	_ Number of UNIVERSEH students finding an internship in the partner's area	WP5 Leader
Ensuring a long-term strategy for	_ Adoption of the diploma supplement by all partners and third parties	WP1 Leader
coordination and management of	_Number of diploma supplement awarded by the end of the project	WP3 Leader
UNIVERSEH	_ Creation and/or roadmap for the creation of a legal entity for UNIVERSEH	WP1 Leader
Sound financial	_ Number of joint EU projects approved	WP1 Leader
management and	_ Amount of complementary funding received	WP1 Leader
sustainability	_ Positive audit conclusions	WP1 Leader

	_ Interest of HEIs to join the UNIVERSEH alliance (call for further funding in 2023)	WP1 Leader
Acting as role-model for other HEI	_ Relevance of new partners (complementarity with existing Alliance, partners from countries with a high spend profile in space research (contribution to ESA budget)	WP1 Leader
	_ Ratio of staff mobility within the alliance (increase)	WP2 Leader
	_ Ratio of student mobility within the alliance (increase)	WP2 Leader
Enhancing student,	_ Number of users of the European Student Card	WP2 Leader
staff and researcher mobility within the	_ Evaluation of student's short-term mobility experience (survey with a 1-6 mark, percentage of 4+ marks)	WP2 Leader
Alliance	_ Evaluation of student's long-term mobility experience (survey with a 1-6 mark, percentage of 4+ marks)	WP2 Leader
	_ Evaluation of staff's mobility experience (survey with a 1-6 mark, percentage of 4+ marks)	WP2 Leader
Promoting	_Percentage of UNIVERSEH students completing a language course	WP2 Leader
multilingualism	_ Evaluation of student's satisfaction of language courses (survey with a 1-6 mark, percentage of 4+ marks)	WP2 Leader
	_ Number of courses with five stars	WP3 Leader
Offering multi-	Number of courses with 4 stars	WP3 Leader
disciplinary courses to		WP3 Leader
train students for the jobs of today and tomorrow	_ Satisfaction level of students regarding the teaching quality of the course (survey with a 1-6 mark, percentage of 4+ marks)	WP3 Leader
	_ Level of completion of the matrix	WP3 Leader
Developing innovative approaches to teaching and learning	_ Satisfaction level of teachers regarding the attractiveness of the course (survey with a 1-6 mark, percentage of 4+ marks)	WP3 Leader + WP4 Leader
	_ Satisfaction level of students regarding the teaching quality of the course (survey with a 1-6 mark, percentage of 4+ marks)	WP3 Leader + WP4 Leader

Supporting entrepreneurship and innovation mind-set and skills	_ Satisfaction level of students regarding the teaching quality of entrepreneurship courses (survey with a 1-6 mark, percentage of 4+ marks)	WP5 Leader
Developing university-	_ Number of businesses supporting UNIVERSEH application for further funding in 2023 _ Creation of a UNIVERSEH Club for businesses	WP1 Leader Advisory Board Chair
business cooperation	<u>Number of members of the UNIVERSEH Club</u> Satisfaction level of businesses taking part in UNIVERSEH activities (survey with a 1-6 mark, percentage of 4+ marks)	Advisory Board Chair Advisory Board Chair
	_ Ratio of women involved in WP management	WP1 Leader
	_ Ratio of women within the students doing a mobility within the alliance	WP2 Leader
	_ Ratio of women within the staff doing a mobility within the alliance	WP2 Leader
	_ Ratio of start-ups created by women UNIVERSEH alumni	WP5 Leader
	_ Ratio of start-ups created by UNIVERSEH alumni from disadvantaged backgrounds	WP5 Leader
Making UNIVERSEH inclusive and more connected to society	_ Satisfaction level of students with specific needs regarding their mobility experience (survey with a 1-6 mark, percentage of 4+ marks)	WP2 Leader
	_ Ratio of female students attending entreprenneurship courses	WP5 Leader
	_ Ratio of students from disadvantaged background attending entreprenneurship courses	WP5 Leader
	_ Ratio of female students attending practical entreprenneurship activities (hackathons etc)	WP5 Leader
	<ul> <li>Ratio of students from disadvantaged background attending practical entreprenneurship activities (hackathons etc)</li> </ul>	WP5 Leader