D1.3

Quality Assurance Plan

Final version 1.0

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Abstract

This document constitutes “Deliverable D1.3 – Quality Assurance Plan” of the Erasmus+ European project “BOOSTSCIENCE - Boosting Education Quality and Entrepreneurial Mindsets for Natural Sciences in Ukraine”. The Quality Assurance Plan (QAP) defines the procedures and responsibilities for monitoring project activities and ensuring the quality of its results throughout the implementation period. It establishes internal and external evaluation processes, quality criteria, monitoring indicators and risk management measures to support effective project implementation. Through a structured monitoring framework, the QAP supports the consortium in maintaining the quality, reliability and impact of project deliverables.

Keywords

Quality assurance; Risk management; Project monitoring; Evaluation; Internal communication; Reporting

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*** Deliverable types:**

[R — Document, report]
[DEM — Demonstrator, pilot, prototype]
[DEC —Websites, patent filings, videos, etc]
[DATA — data sets, microdata, etc]
[DMP — Data Management Plan]
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Abbreviations

QA	Quality Assurance
QC	Quality Control
QAP	Quality Assurance Plan
QAS	Quality Assurance Strategy
EACEA	European Education and Culture Executive Agency
WP	Work Package
KPI	Key Performance Indicator
PC	Project Coordinator
SC	Steering Committee
PMT	Project Management Team
GA	Grant Agreement
DoA	Description of Action
HEI	Higher Education Institution
VLE	Virtual Learning Environment

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Partners

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3	UJI	Universitat Jaume I de Castellón	Spain
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5	LNS	Leanspots XAAS S.L.	Spain
6	DONNU	Vasyl Stus Donetsk National University	Ukraine
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9	ONU	Odeskiy Nacionalniy Universitet Imeni I.I. Mechnikova	Ukraine
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11	BIOTEK	Limited Liability Company FC Biotech	Ukraine
12	UORSY	Ukrorgsyntez Ltd	Ukraine

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Executive summary

This document is the deliverable “D1.3 - Quality Assurance Plan” of the European project “BOOSTSCIENCE - Boosting Education Quality and Entrepreneurial Mindsets for Natural Sciences in Ukraine” (Grant Agreement number 101237769). This deliverable defines the procedures and mechanisms used to ensure effective quality management, monitoring and risk mitigation throughout the project lifecycle. The plan establishes the quality standards, monitoring indicators and evaluation methods applied to project activities and outputs, supporting the timely achievement of milestones, deliverables and project objectives.

The document describes the quality assurance strategy, the monitoring and evaluation processes and the risk management approach adopted by the consortium. Particular attention is given to the internal review procedures for project deliverables, the monitoring of project progress and the evaluation of project results through internal and external assessment activities.

Chapter 1 outlines the purpose, scope and methodological approach guiding the development of the Quality Assurance Plan. Chapter 2 presents the quality approach and the governance structure supporting quality monitoring and project coordination. Chapter 3 defines the quality criteria, monitoring indicators and evaluation methods applied to project processes and outputs. Chapter 4 describes the internal review procedures for project deliverables and the evaluation tools used to monitor project implementation. Chapter 5 presents the project’s risk management approach, including risk identification, assessment and mitigation strategies.

The QAP is complemented by evaluation tools included as annexes: Annex I – Project Meetings Evaluation Form and Annex II – Internal Project Evaluation Form, which support the monitoring and continuous improvement of project implementation.

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1 Introduction

This chapter presents the purpose, scope and methodological approach guiding the development of the Quality Assurance Plan (QAP) for the BOOSTSCIENCE project. The plan establishes the principles, procedures and tools used to ensure the systematic monitoring, evaluation and continuous improvement of project processes and outputs throughout the implementation period.

The QAP supports the overall governance of the project by defining quality standards, monitoring mechanisms and risk management procedures aligned with the project's objectives and expected results. Through a structured and transparent approach, it contributes to ensuring that project activities are implemented effectively and that project results maintain a high level of quality, reliability and relevance.

1.1 Purpose

The QAP defines the project's quality management practices and outlines the procedures for monitoring risks throughout the project lifecycle. Its purpose is to ensure effective planning, monitoring and compliance with agreed quality requirements across all project activities, while enabling timely and appropriate responses to potential risks.

The plan supports the systematic monitoring of project implementation and provides mechanisms for evaluating both project processes and outputs. Quality dimensions are linked to measurable indicators and key performance indicators (KPIs) defined in the project proposal in order to enable evidence-based assessments and support continuous improvement.

In particular, the QAP contributes to ensuring the quality and consistency of activities related to the development of the BOOSTSCIENCE educational module, the implementation of the virtual learning environment (VLE), and the capacity-building activities aimed at strengthening Biology and Chemistry education in Ukrainian higher education institutions.

1.2 Scope

The QAP defines the quality practices and procedures applied by all members of the consortium during the design, development and implementation of project activities and outputs. Acting as a reference and coordination tool, it supports project management and partners in continuously monitoring progress and improving deliverables through qualitative and quantitative indicators and defined monitoring methods.

The framework promotes transparency, consistency, accountability and effective collaboration among partners while ensuring that project outputs remain aligned with the objectives of the Erasmus+ Capacity Building in Higher Education programme.

Internal and external quality assurance processes are implemented to monitor key parameters influencing project performance and sustainability. Monitoring activities are coordinated by the Hellenic Open University (HOU) as the partner responsible for quality assurance, in cooperation with the Project Coordinator and the consortium partners.

Where appropriate, external feedback mechanisms may be incorporated through stakeholder consultations and the independent external evaluations foreseen during the project implementation.

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Internal quality control includes the continuous monitoring of project implementation, communication among partners and the progress of Work Packages (WP). Deliverables are reviewed according to the internal procedures described in Chapter 4, ensuring transparency and traceability of the quality assurance process.

Monitoring tools may include structured questionnaires, surveys, workshops, internal reporting procedures and statistical analysis of project data. These tools support evidence-based decision-making and facilitate the identification of areas for improvement throughout the project lifecycle.

1.3 Methodology

The QA methodology combines indicator-based monitoring with evaluation of both project processes and outputs. Metrics are aligned with the project's specific objectives and performance indicators and focus on areas such as:

- stakeholder and participant satisfaction
- achievement of learning outcomes
- accessibility and usability of the educational materials and VLE
- effectiveness of dissemination and communication activities
- engagement of academic staff, students and stakeholders
- outreach and participation levels in project activities
- completion rates and participation indicators related to training activities

Responsibility for coordinating QA activities lies with the HOU, which:

- develops and maintains the Quality Assurance Plan
- designs evaluation and monitoring tools
- collects and analyses monitoring data
- coordinates internal evaluation and reporting activities
- collaborates with consortium partners and external evaluators when relevant

Consortium partners contribute to QA activities by providing feedback, collecting evaluation data within their respective activities and supporting monitoring processes at the partner level. Findings and recommendations are discussed during project meetings to ensure a collaborative approach to continuous improvement.

1.4 Quality Assurance Activities

Quality Assurance and monitoring activities include:

- continuous monitoring and review of project deliverables and processes
- monitoring project performance against defined indicators and KPIs
- conducting internal evaluation exercises and partner feedback activities
- monitoring the implementation of the educational module and training activities
- supporting external evaluation processes foreseen in the project
- ensuring alignment with methodological, ethical and data protection standards

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QA focuses on evaluating the effectiveness and consistency of project management and implementation processes, while Quality Control (QC) verifies that project deliverables meet agreed standards, objectives and stakeholder expectations.

1.5 Risk Management

A structured process is applied to identify, analyse and respond to risks that may affect the achievement of project objectives. Overall responsibility for project risk monitoring lies with the Project Coordinator (PC), supported by the partner responsible for QA (HOU), while WP leaders monitor and manage risks within their respective areas of responsibility.

Risk monitoring mechanisms include:

- periodic technical and financial reporting
- internal evaluation activities and monitoring exercises
- progress monitoring during consortium meetings
- communication with the granting authority
- escalation procedures for conflict resolution
- continuous monitoring of project schedules and milestones

Where necessary, corrective measures are implemented to address identified risks and ensure project continuity and compliance with planned objectives and timelines.

1.6 The Quality Assurance Framework

The QAP provides the structured methodology guiding the planning, implementation, monitoring and continuous improvement of quality procedures within the BOOSTSCIENCE project. It supports informed decision-making, documentation, traceability and accountability across all project activities.

The framework:

- defines procedures for quality assurance, quality control and risk management
- establishes quality criteria, monitoring indicators and assessment thresholds
- standardises procedures for reviewing project deliverables
- supports monitoring of training activities and stakeholder feedback
- ensures transparency in project monitoring and evaluation processes
- facilitates continuous improvement of project outputs and processes

Through the implementation of the QAP, the consortium aims to maintain high standards of quality, consistency and reliability in project execution and results.

1.7 Audience

The Quality Assurance Plan is intended for:

- consortium partners responsible for project implementation and deliverable preparation
- members of the project management and coordination structure
- project stakeholders and associated partners involved in project activities

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- external evaluators and reviewers involved in the evaluation of project results

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2 Quality Approach

This chapter presents the methodology guiding the Quality Assurance Strategy (QAS) and the processes used to ensure continuous monitoring and improvement of project activities, deliverables and collaboration practices within the BOOSTSCIENCE project.

The quality approach supports the effective implementation of project activities, ensures alignment with the project's objectives and indicators, and promotes continuous improvement throughout the project lifecycle. It integrates monitoring mechanisms, internal evaluation procedures, feedback processes and risk monitoring strategies.

Quality assurance activities are embedded in the overall project governance structure and involve all partners of the consortium. Monitoring focuses on ensuring the quality of project outputs, the timely delivery of activities and the achievement of the project's specific objectives related to strengthening Biology and Chemistry education in Ukrainian higher education institutions.

2.1 Project Governance and Quality Assurance Structure

Quality assurance within BOOSTSCIENCE is coordinated by HOU, which is responsible for overseeing the implementation of quality monitoring activities throughout the project lifecycle.

Quality monitoring is closely linked to the overall project governance structure, which includes the **Project Coordinator (PC), the Steering Committee (SC), the Project Management Team (PMT), Work Package Leaders and consortium partners**.

The quality assurance structure ensures that project activities and deliverables meet the agreed standards and remain aligned with the project objectives and Erasmus+ programme requirements.

The main responsibilities of the quality assurance coordination include:

- monitoring the quality of project activities and deliverables
- identifying and documenting potential quality issues
- analysing deviations from project objectives and recommending corrective actions
- monitoring the implementation of corrective measures
- supporting the monitoring of training activities and stakeholder engagement
- ensuring that evaluation and monitoring activities remain aligned with project objectives and expected results

Each partner contributes to the quality assurance process by providing feedback, participating in evaluation activities and supporting monitoring activities within their respective work packages.

Communication and collaboration among partners are facilitated through the project management tools and collaboration platforms used by the consortium.

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2.2 Quality Assurance Strategy

The Quality Assurance Strategy provides the operational framework for monitoring project implementation and ensuring the quality of project results.

The strategy combines monitoring indicators, evaluation tools, feedback mechanisms and risk monitoring procedures. It follows a structured cycle consisting of four interrelated steps:

1. Definition of quality targets and key performance indicators
2. Design and implementation of evaluation and monitoring tools
3. Reporting and feedback procedures
4. Risk monitoring and mitigation

This approach supports systematic monitoring of project activities and facilitates continuous improvement throughout the project lifecycle.

The evaluation cycle is depicted as follows:

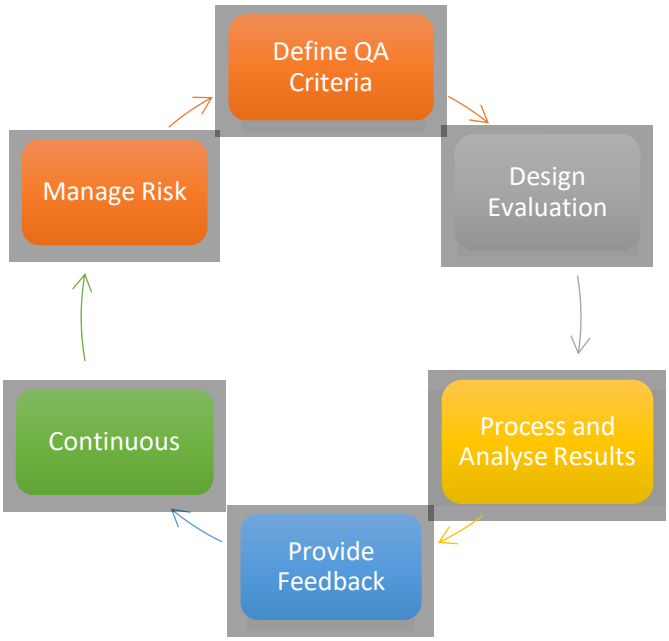

Figure 1. The Evaluation Cycle

2.2.1 Definition of Quality Targets and Indicators

The project defines several key evaluation areas covering:

- project results and deliverables
- project management and coordination processes
- consortium cooperation and communication
- development of the BOOSTSCIENCE educational module
- implementation of the VLE
- capacity-building activities for academic staff and students
- dissemination and communication impact

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- stakeholder engagement and collaboration with labour market actors

These areas are monitored through KPIs defined in the project proposal. Indicators include participation levels, number of students and staff involved in training activities, completion rates of educational activities, dissemination reach and stakeholder engagement indicators.

A mixed-method evaluation approach is applied, combining:

- quantitative indicators such as participation numbers, training attendance and dissemination reach
- qualitative feedback including satisfaction surveys, usability assessments and stakeholder feedback

This combined approach allows the consortium to measure project performance while also understanding the broader impact of project activities.

2.2.2 Evaluation and Monitoring Tools

Evaluation tools are selected according to the type of activity or deliverable being assessed.

The project uses several monitoring instruments, including:

- structured online questionnaires for consortium partners
- project meeting evaluation questionnaires
- internal project evaluation questionnaires
- analytics and usage data from the VLE
- structured deliverable review procedures

All evaluation questionnaires will be completed by one designated representative from each partner organisation. The questionnaires will be made available online and partners will be notified through the project collaboration platform when they are required to complete them.

Project deliverables will be reviewed through a structured internal review procedure using Basecamp, where draft deliverables are uploaded for review by the relevant partners before submission.

2.2.3 Reporting and Feedback Procedures

Evaluation results are regularly presented and discussed during consortium meetings and Steering Committee discussions.

Monitoring activities focus on tracking:

- deliverable submission deadlines
- review status and feedback provided by reviewers
- implementation of corrective actions
- progress against project KPIs and milestones
- participation levels in project activities and training sessions

The results of the monitoring and evaluation activities contribute to the preparation of the Quality Assurance Reports, which will be produced at months 12, 24 and 36.

These reports summarise findings related to project implementation, collaboration among partners, project outputs and the overall impact of the project.

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2.2.4 Risk Monitoring

Risk monitoring is integrated into the overall quality assurance strategy and supports the early identification of potential challenges affecting project implementation.

The project monitors risks related to:

- timely delivery of project deliverables
- development of the BOOSTSCIENCE educational module and learning materials
- implementation of the VLE
- engagement of students, academic staff and stakeholders
- participation in training and capacity-building activities
- dissemination reach and sustainability of project results

External evaluation will also support quality monitoring. Independent experts not affiliated with the consortium will assess specific project dimensions and selected deliverables.

External evaluation activities will take place at months 12, 24 and 36, and the results will be discussed during consortium meetings to support continuous improvement and ensure the quality and impact of project outcomes.

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3 Quality Criteria and Monitoring Indicators

This chapter defines the quality criteria and monitoring indicators used to assess the implementation and results of the BOOSTSCIENCE project. The quality monitoring framework ensures that project activities, deliverables and outcomes meet the agreed standards and contribute effectively to the project's objectives.

The monitoring approach follows results-based evaluation practices commonly applied in European projects and is aligned with the project's Specific Objectives and KPIs defined in the Grant Agreement (GA).

Quality monitoring combines quantitative indicators, such as participation levels and deliverable completion, with qualitative indicators derived from feedback collected from students, academic staff and project stakeholders.

3.1 Quality Factors

Quality factors represent the main characteristics of project outputs and processes that determine whether BOOSTSCIENCE successfully achieves its objectives and meets stakeholder expectations.

Quality factor	Description	Rank
Relevance	The extent to which project outputs respond to the needs of Ukrainian higher education institutions, students and labour market stakeholders in the Biology and Chemistry sectors	1
Usability	The extent to which the BOOSTSCIENCE educational module and digital learning resources are understandable and easy to use	2
Accessibility	The extent to which learning materials and the VLE are accessible and inclusive for students and academic staff	3
Effectiveness	The degree to which project results improve students' scientific, entrepreneurial and labour-market skills	4
Sustainability	The likelihood that the BOOSTSCIENCE module and educational resources will continue to be used beyond the project duration	5
Labour market relevance	The extent to which project results strengthen collaboration between universities and industry stakeholders	6
Interoperability	The extent to which project outputs can be reused or adapted by other universities or educational programmes	7

Table 1. Project Results - Quality Factors

Process Quality Factor	Description	Rank
Timeliness	Delivery of project activities and outputs according to the planned schedule	1

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Participation	Level of engagement of students, academic staff and stakeholders involved in project activities	2
Collaboration	Effectiveness of cooperation and coordination among consortium partners	3
Dissemination effectiveness	Ability to reach target audiences and generate awareness of project activities and results	4
Stakeholder feedback	Collection and integration of feedback from students, academic staff and industry partners	5

Table 2. Process Quality Factors

3.2 Quality Criteria

Each quality factor is linked to specific monitoring criteria that guide evaluation throughout the project lifecycle.

Process Quality Factor	Criterion	Description
Timeliness	Performance to schedule	Activities and deliverables are completed within planned timelines
Participation	Engagement levels	Number and diversity of students, staff and stakeholders involved in project activities
Collaboration	Partner satisfaction	Level of satisfaction with communication and cooperation within the consortium
Dissemination effectiveness	Outreach impact	Visibility and reach of dissemination and communication activities
Stakeholder feedback	Responsiveness	Degree to which stakeholder feedback is collected and integrated into project improvements

Table 3. Process Factors to Criteria Mapping

Project Result Factor	Criterion	Description
Relevance	Alignment with needs	Degree to which project outputs address the needs of HEIs, students and labour market stakeholders
Usability	Simplicity and clarity	Ease of use and understanding of the BOOSTSCIENCE educational module and VLE
Accessibility	Inclusiveness	Availability of digital learning materials and accessibility of the VLE
Effectiveness	Learning outcomes	Improvement of students' scientific and entrepreneurial skills
Sustainability	Long-term use	Continued use of project resources beyond the project duration
Labour market relevance	Stakeholder uptake	Engagement of companies and research institutes in project activities

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Interoperability	Reusability and compatibility	Ability of project outputs to be adapted or used by other universities

Table 4. Project Result Factors to Criteria Mapping

3.3 Monitoring Indicators and KPIs

Quality monitoring relies on measurable KPIs defined in the project proposal. These indicators support the evaluation of project progress, outputs and stakeholder engagement.

Criterion	Measurement method
Skills gap analysis	Surveys involving students, academic staff and labour market actors
Research outputs	Completion of research report on skills gaps and future trends
Educational module development	Development of the BOOSTSCIENCE master-level module
Laboratory simulation topics	Development of five laboratory simulation topics
Student participation	Number of students participating in the BOOSTSCIENCE module (target ≥200 students)
Staff capacity building	Number of academic and administrative staff trained (target ≥40 staff members)
Programme modernisation	Number of MSc programmes modernised (target = 10 programmes)
Virtual learning environment (VLE)	Development and operational deployment of the BOOSTSCIENCE VLE
Deliverable quality	Internal review feedback from WP Leaders and consortium partners
Dissemination activities	Monitoring of events, website activity and communication outputs
Collaboration quality	Internal evaluation questionnaires assessing cooperation among partners
Stakeholder engagement	Participation of industry partners and research institutes in project activities

Table 5. Monitoring Indicators and KPIs

3.4 Monitoring of Project Outcomes and Impact

Monitoring of project outcomes and impact focuses on evaluating how project activities contribute to achieving the project's Specific Objectives and improving the quality of higher education in Ukraine.

Evaluation combines quantitative indicators with qualitative feedback collected through internal evaluation activities, surveys and stakeholder consultations.

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Impact Area	Target Groups	Quantitative Indicators	Qualitative Indicators
Students skills development	MSc students in Biology and Chemistry	≥200 students trained through the BOOSTSCIENCE module	Student feedback on learning outcomes and skills development
Capacity building of academic staff	Academic and administrative staff of Ukrainian HEIs	≥40 staff members trained	Perceived improvement in teaching practices and digital education capacity
Higher education modernisation	Ukrainian universities	10 MSc programmes modernised	Institutional feedback on relevance and quality of the new module
Labour market outreach	Companies and research institutes	Participation of industry stakeholders in project activities	Stakeholder feedback on relevance of developed skills
Dissemination and outreach	Education community and general public	Communication activities, events and dissemination outputs	Perceived visibility and relevance of project results
Sustainability and reuse	Universities and educational organisations	Evidence of continued use of the BOOSTSCIENCE module and learning materials	Feedback indicating integration of results in future programmes

Table 6. Monitoring of Project Outcomes and Impact

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4 Quality Process for Deliverables and Project Monitoring

This chapter outlines the procedures used to review, validate and monitor project deliverables and activities throughout the BOOSTSCIENCE project lifecycle (M1 – M36).

The quality monitoring system ensures that project outputs:

- meet the quality standards defined in Chapter 3
- align with the project objectives and KPIs
- comply with the Grant Agreement (GA) and Description of Action (DoA)
- support the implementation of the BOOSTSCIENCE educational module and VLE

The review process applies to all deliverables across WP1–WP6 and is coordinated by the partner responsible for quality assurance, HOU, in cooperation with the Project Coordinator and Work Package Leaders.

4.1 Project Deliverables and Quality Control

Project deliverables represent the primary focus of Quality Control (QC) within the BOOSTSCIENCE Quality Assurance Plan.

Quality control ensures that all project outputs meet predefined quality standards and remain aligned with the objectives of the project and the Erasmus+ Capacity Building in Higher Education programme.

Deliverables are evaluated according to two complementary dimensions.

A. General Quality Aspects

- layout and structure
- clarity and completeness of content
- alignment with project objectives and expected results
- consistency with the Description of Action (DoA)
- correct language and formatting

B. Qualitative Aspects

- relevance to target groups (students, academic staff and stakeholders)
- methodological soundness of research and educational activities
- quality and clarity of presented results
- usefulness of educational materials and digital learning resources
- potential for reuse and sustainability of project outputs

This combined assessment ensures both formal compliance and substantive quality assurance of project deliverables.

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4.2 Deliverable Review Process

All project deliverables follow a structured internal review procedure coordinated through the project collaboration platform (Basecamp).

A project deliverable must be submitted on Basecamp for review by the other partners **at least 10 working days before its due date.**

The review must be carried out at a minimum by:

- the Work Package Leader
- the Project Coordinator

Additional partners involved in the relevant task may also contribute to the review process when necessary.

Partners provide feedback directly in the document using track changes and comments **within 5 working days after the deliverable has been uploaded.**

The responsible partner then has **5 working days to incorporate the necessary revisions and upload the revised version of the deliverable to Basecamp.**

If revisions are not adequately addressed and the deliverable cannot be accepted, the submission date may be postponed. In such cases, the consortium will be informed about the required corrective actions and updated timelines.

This process ensures transparency, efficiency and collaboration while maintaining high standards of quality for project deliverables.

4.3 Evaluation of Project Meetings

Evaluation of project meetings is conducted through a structured online questionnaire, included as Annex I – Project Meetings Evaluation Form.

After each face-to-face project meeting, one representative from each partner organisation completes the questionnaire in order to assess:

- the organisation and preparation of the meeting
- the quality of discussions and collaboration
- the clarity of information presented
- the effectiveness of decision-making and coordination
- the overall contribution of the meeting to project progress

The questionnaire link will be shared through the project collaboration platform and partners will normally have approximately **7 working days** to submit their responses.

The results are analysed by the partner responsible for quality assurance and summarised in short internal reports that support the continuous improvement of project coordination and collaboration.

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4.4 Internal Project Evaluation

Internal project evaluation is conducted through a structured questionnaire included as Annex II – Internal Project Evaluation Form.

The purpose of the internal evaluation is to assess:

- overall progress of the project
- effectiveness of project management and coordination
- cooperation among partners
- development and implementation of work package activities
- quality of completed deliverables

Internal evaluation questionnaires are conducted periodically during the project lifecycle and are completed by one representative from each partner organisation.

Partners are notified through the project collaboration platform when a questionnaire is available and are normally given approximately **7 working days** to complete it.

The results of the internal evaluations are analysed by the quality assurance responsible partner and contribute to the preparation of the Quality Assurance Reports at months 12, 24 and 36.

4.5 External Project Evaluation

Independent external evaluation will be conducted during the project lifecycle in order to assess the quality, relevance and impact of the project results.

External evaluation will be carried out by experts not affiliated with the project consortium, ensuring objectivity and independent assessment.

External evaluators will review selected project outputs and assess key project dimensions such as:

- relevance and quality of educational materials
- effectiveness of the BOOSTSCIENCE module and learning activities
- implementation of the Virtual Learning Environment
- impact of capacity-building activities
- sustainability and labour-market relevance of project results

External evaluation activities are planned at Months 12, 24 and 36 of the project.

Feedback from external experts will be collected and analysed by the partner responsible for quality assurance, and the results will be discussed during project meetings in order to support continuous improvement.

4.6 Timeline of Deliverables and Evaluation Activities

All project deliverables follow the same internal review cycle:

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- submission at least 10 working days before the due date
- review within 5 working days
- revision within 5 working days

Evaluation activities are implemented throughout the project lifecycle and include:

- internal project evaluations conducted periodically during the project
- project meeting evaluations after each face-to-face meeting
- external evaluation activities at M12, M24 and M36
- preparation of the Quality Assurance Reports

The timeline of deliverables and evaluation activities ensures continuous monitoring of project progress and supports timely identification of potential issues requiring corrective actions.

Deliverable Code	Deliverable Title	WP	Lead Beneficiary	Dissemination Level	Due date
D1.1	Project Management Plan	1	HOU	Public	M3
D1.2	Data Management Plan and Ethics Guidelines	1	KKNU	Public	M6
D1.3	Quality Assurance Plan	1	HOU	Public	M6
D1.4	Quality Assurance Reports	1	HOU	Sensitive	M36
D1.5	Progress Report at Midterm	1	HOU	Sensitive	M18
D2.1	Research and Entrepreneurial Skills Rroadmap of Biology and Chemistry Ukrainian HEIs and Students	2	KKNU	Public	M8
D2.2	BOOSTSCIENCE New Module Syllabus	2	DONNU	Public	M11
D2.3	Reform Roadmap for Ukrainian HEIs	2	LNS	Public	M11
D3.1	BOOSTSCIENCE Educational Material	3	HOU	Public	M24
D3.2	BOOSTSCIENCE VLE	3	HOU	Public	M24
D4.1	Report on Capacity Building Activities	4	LNS	Public	M35
D5.1	Report on BOOSTSCIENCE Module Delivery	5	KKNU	Public	M36
D6.1	Project Templates and Identity Creation	6	IFNUL	Public	M6
D6.2	Dissemination and Communication Plan	6	LNS	Public	M6

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D6.3	Report on Communication and Visibility Activities	6	IFNUL	Public	M36
D6.4	Sustainability Plan	6	CNU	Public	M36

Table 7. Timeline of Project Deliverables

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5 Risk Management

Risk management is an essential component of the BOOSTSCIENCE project governance structure and supports the successful achievement of the project objectives throughout the entire implementation period (M1–M36).

The risk management strategy aims to identify potential risks that could affect the implementation of project activities, assess their likelihood and potential impact, and define mitigation strategies to minimise their consequences. The approach follows recognised project management principles and is aligned with the critical risks identified in the project proposal and the Grant Agreement (GA).

Risk management is coordinated by the Project Coordinator (HOU) in cooperation with the Work Package (WP) Leaders and consortium partners. Risk monitoring is integrated into the overall Quality Assurance process and is supported through regular project meetings, progress monitoring and internal evaluation activities.

5.1 Risk Management Approach

The BOOSTSCIENCE project adopts a proactive and systematic risk management approach designed to ensure early identification of potential issues and timely implementation of corrective actions.

The risk management process consists of four main stages:

1. **Risk identification**

Identification of potential risks that may affect project implementation, deliverables, participation levels or technical activities.

2. **Risk assessment**

Evaluation of risks according to their likelihood of occurrence and potential impact on project objectives.

3. **Risk mitigation**

Definition of preventive and corrective actions to reduce the probability or impact of risks.

4. **Risk monitoring and control**

Continuous monitoring of risks throughout the project lifecycle through regular reporting, internal evaluation and coordination meetings.

This structured approach ensures that risks are addressed in a timely and transparent manner, supporting the effective implementation of project activities.

5.2 Risk Identification and Assessment

The initial risk assessment for BOOSTSCIENCE is based on the project structure, objectives and work plan. Risks may arise from organisational, technical, operational or external factors that could influence project implementation.

The main risks identified during the project preparation phase are presented below in Table 8.

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Risk No	Description	WP	Likelihood	Impact
1	Academic staff, students or private stakeholders unwilling to participate in surveys and activities	WP2	Low	High
2	Technical difficulties or delays in establishing the VLE	WP3	Low	High
3	Delays in the development of the educational content	WP3	Low	High
4	Low participation in capacity building activities	WP4	Medium	High
5	The developed module is not fully aligned with students' needs	WP5	Low	Medium
6	Difficulty reaching the targeted number of participating students	WP5	Low	High
7	Conflicts or coordination difficulties within the consortium	WP1-WP6	Low	Medium
8	A partner withdraws or fails to fulfil its obligations	WP1-WP6	Low	Medium
9	Unexpected delays in achieving milestones or project objectives	WP1-WP6	Low	Medium
10	Difficulties in disseminating and promoting project results	WP6	Low	High
11	External factors affecting project implementation (e.g. war conditions in Ukraine)	WP1-WP6	Medium	Medium

Table 8. Risk Identification

These risks are monitored throughout the project implementation and may be updated if new risks emerge.

5.3 Risk Mitigation Strategies

For each identified risk, mitigation strategies have been defined in order to minimise potential impacts on project implementation.

Key mitigation measures include:

- **Strengthening stakeholder engagement**

The consortium includes five Ukrainian Higher Education Institutions with a large academic community, providing strong access to students and academic staff. Surveys and project activities will be integrated into educational practice to ensure participation.

- **Ensuring technical reliability of the VLE platform**

HOU has extensive experience in developing digital learning environments and will provide technical supervision. If necessary, additional technical staff may be recruited.

- **Enhancing collaboration among partners**

Regular coordination meetings, structured communication channels and shared collaboration platforms will support effective coordination among consortium partners.

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- **Supporting the development of educational content**

Ukrainian universities participating in the consortium have strong expertise in Biology and Chemistry education. Collaboration between HEIs and frequent review cycles will support timely development of training materials.

- **Strengthening dissemination activities**

Communication activities will be intensified through partner networks, social media channels, information events and collaboration with industry stakeholders.

- **Adapting project implementation to external conditions**

In case of external disruptions (e.g. due to the war in Ukraine), activities may be redistributed among partners or adjusted in agreement with the funding authority.

These measures ensure that the consortium is able to respond effectively to potential challenges during the project lifecycle.

5.4 Risk Monitoring and Reporting

Risk monitoring is an ongoing process throughout the BOOSTSCIENCE project lifecycle.

Risks are monitored through several mechanisms, including:

- regular consortium meetings
- monthly online coordination meetings
- deliverable review procedures
- internal project evaluation questionnaires
- progress and quality assurance reports
- continuous communication among project partners

Work Package Leaders monitor risks related to their respective activities, while the Project Coordinator oversees overall risk management at the project level.

Any significant risks or deviations from the work plan are discussed during consortium meetings and corrective actions are agreed collectively by the partnership.

Through continuous monitoring and early detection of potential issues, the project consortium aims to ensure the successful and timely implementation of all project activities and deliverables.

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Annex I - Project Meetings Evaluation Form

Purpose

This Evaluation Form is part of the BOOSTSCIENCE Quality Assurance Plan (QAP) under WP1 – Project management and coordination. It is used to assess the organisation, quality, effectiveness and contribution of project meetings to the overall project objectives. The form is adaptable and may be adjusted according to the specific agenda, objectives and work packages discussed during each meeting.

One answer per partner organisation is required.

A. General Information

Type of Meeting:	
Date:	
Location:	
Host Partner:	
Name of Organisation:	
Email Address:	
Date of submission:	

B. Preparations and Support

1. Please assess the quality of preparations and support for this meeting. How satisfied are you with:

	Very Satisfied	Satisfied	Neutral	Dissatisfied
a. the preparations made to organise the meeting?	☐	☐	☐	☐
b. the clarity and usefulness of the agenda and materials provided before the meeting?	☐	☐	☐	☐
c. the support (meeting rooms, equipment) provided during the meeting?	☐	☐	☐	☐
d. the venue arrangements and overall hosting?	☐	☐	☐	☐
2. How could the host improve preparations and support for future meetings?				

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C. Participation and Collaboration

3. Please assess the quality of participation and collaboration during the meeting. How satisfied are you with:

	Very Satisfied	Satisfied	Neutral	Dissatisfied
a. the participation of project partners in discussions and decision making?	☐	☐	☐	☐
b. the collaboration among project partners?	☐	☐	☐	☐
c. the structure of the meeting agenda (topics/issues covered)?	☐	☐	☐	☐
d. the time allocated to discuss key project issues?	☐	☐	☐	☐
e. the scope and clarity of information presented?	☐	☐	☐	☐
f. the opportunities for networking and exchange of ideas among partners?	☐	☐	☐	☐
4. How could partners improve collaboration and work output in future meetings?				

D. Evaluation of Work Package Sessions

This section may be adapted depending on the Work Packages and sessions included in the meeting agenda.

5. Please assess the sessions and presentations done during the meeting. How satisfied are you with:

	Very Satisfied	Satisfied	Neutral	Dissatisfied
a. the overall quality?	☐	☐	☐	☐
b. the clarity of objectives and expected results?	☐	☐	☐	☐
c. the feasibility of planned activities?	☐	☐	☐	☐
d. the clarity of next steps and assigned responsibilities?	☐	☐	☐	☐

(Additional session-specific questions may be added depending on the meeting agenda)

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E. Overall Contribution of the Meeting

6. Please assess the overall contribution of the meeting to the project. How satisfied are you with:

	Very Satisfied	Satisfied	Neutral	Dissatisfied
a. the overall quality of the meeting?	☐	☐	☐	☐
b. the value of the meeting in establishing a common understanding of BOOSTSCIENCE goals?	☐	☐	☐	☐
c. the usefulness of the meeting outputs (agenda, presentations, discussions, action points)?	☐	☐	☐	☐
7. In your opinion, what were the main strong points (advantages) of this meeting?				
8. In your opinion, what were the main points for improvement of this meeting?				
9. Do you have any additional comments or suggestions for improving future BOOSTSCIENCE meetings?				

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Annex II – Internal Project Evaluation Form

Purpose

This form is part of WP1 – Project management and coordination (Deliverable D1.3 – Quality Assurance Plan) and supports the implementation of the BOOSTSCIENCE Quality Assurance framework.

The objective of this evaluation is to capture the current status of the BOOSTSCIENCE project according to the partners' perspectives in order for the consortium to monitor project progress, identify potential risks and implement corrective actions where necessary.

Partners are invited to identify:

- Potential risks that may influence project implementation
- Areas requiring improvement
- Good practices that should be maintained or replicated

The results of this evaluation will be analysed by HOU and summarised in the Quality Assurance Reports (M12, M24 and M36).

One response per partner organisation is required.

A. General Information

Internal Evaluation Round No:	
Reporting Period (Months):	
Date of Evaluation:	
Name of Organisation:	
Email Address:	
Date of submission:	

B. Project Objectives and Overall Progress

1. In your opinion, has the project achieved the objectives set for the reporting period?

a. Achieved more than expected	☐
b. Achieved exactly what was planned	☐
c. Achieved only some of its objectives	☐

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2. How do you rate the overall performance of the consortium during this period?

a. All partners performed admirably	☐
b. All partners performed well	☐
c. Most partners performed well	☐
d. Only a few partners performed well	☐

3. Is there a common understanding among partners of the project goals and how they will be achieved?

a. Yes	☐
b. No	☐
c. Not sure	☐

4. If you have any concerns or objections regarding how project goals are interpreted or implemented, please state them below:

5. How satisfied are you with the following aspects of the project:

	Very Satisfied	Satisfied	Neutral	Dissatisfied
a. the work plan and the organisation of activities?	☐	☐	☐	☐
b. the alignment between planned activities and project objectives?	☐	☐	☐	☐
c. the cooperation among consortium partners?	☐	☐	☐	☐

6. Please suggest improvements to enhance project organisation and efficiency (especially where ratings were Neutral or Dissatisfied):

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C. WP1 – Project management and coordination

7. How satisfied are you with the following aspects of WP1:

	Very Satisfied	Satisfied	Neutral	Dissatisfied
a. the distribution of activities and responsibilities among partners?	☐	☐	☐	☐
b. the communication and information flow within the consortium?	☐	☐	☐	☐
c. the monitoring of project progress and deliverables?	☐	☐	☐	☐
d. the procedures used for reaching decisions?	☐	☐	☐	☐
e. the organisation of project meetings?	☐	☐	☐	☐
f. the organisation of online coordination meetings?	☐	☐	☐	☐

8. How satisfied are you with the following QA elements:

	Very Satisfied	Satisfied	Neutral	Dissatisfied
a. the implementation of the Quality Assurance Framework?	☐	☐	☐	☐
b. the continuous monitoring and quality control?	☐	☐	☐	☐
c. the responsiveness to identified risks or deviations?	☐	☐	☐	☐
9. Suggestions for improving management, coordination, or communication within the consortium:				

D. WP2 - BOOSTSCIENCE strategic roadmap

10. How satisfied are you with the following aspects of WP2:

	Very Satisfied	Satisfied	Neutral	Dissatisfied

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a. the way the activities and tasks were distributed within WP2?	☐	☐	☐	☐
b. the communication and information flow within WP2?	☐	☐	☐	☐
c. the quality of research and mapping activities?	☐	☐	☐	☐
d. the stakeholder engagement in surveys and research?	☐	☐	☐	☐
e. the overall contribution of WP2 results to project objectives?	☐	☐	☐	☐
11. What are the strong points (advantages) of the work and deliverables produced in WP2?				
12. What are the main points for improvement of the work and deliverables produced in WP2?				

E. WP3 - Development of BOOSTSCIENCE curriculum

13. How satisfied are you with the following aspects of WP3:

	Very Satisfied	Satisfied	Neutral	Dissatisfied
a. the coordination of educational content development?	☐	☐	☐	☐
b. the communication among partners involved in WP3?	☐	☐	☐	☐
c. the quality of BOOSTSCIENCE educational materials?	☐	☐	☐	☐
d. the development of laboratory simulations and training materials?	☐	☐	☐	☐
e. the functionality and usability of the VLE?	☐	☐	☐	☐
f. the overall contribution of WP3 outputs?	☐	☐	☐	☐

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14. What are the strong points (advantages) of the work and deliverables produced in WP3?
15. What are the main points for improvement of the work and deliverables produced in WP3?

F. WP4 - Capacity Building and Sectoral-Oriented Reform Activities for Participating Ukrainian HEIs

16. How satisfied are you with the following aspects of WP4:

	Very Satisfied	Satisfied	Neutral	Dissatisfied
a. the organisation of capacity building activities?	☐	☐	☐	☐
b. the quality of training activities for academic staff?	☐	☐	☐	☐
c. the relevance of training content?	☐	☐	☐	☐
d. the contribution of activities to strengthening institutional capacities?	☐	☐	☐	☐
17. Suggestions for improving capacity building activities:				

G. WP5 – Delivery of the BOOSTSCIENCE module

18. How satisfied are you with the following aspects of WP5:

	Very Satisfied	Satisfied	Neutral	Dissatisfied
a. the organisation of the module implementation?	☐	☐	☐	☐
b. the participation of students in the module?	☐	☐	☐	☐
c. the quality and relevance of learning activities?	☐	☐	☐	☐
d. the contribution to students' skills development and employability?	☐	☐	☐	☐

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19. Suggestions for improving the module implementation:

H. WP6 – Visibility, Dissemination, Communication & Sustainability

20. How satisfied are you with the following aspects of WP6:

	Very Satisfied	Satisfied	Neutral	Dissatisfied
a. the overall coordination of dissemination activities?	☐	☐	☐	☐
b. the implementation of the communication strategy?	☐	☐	☐	☐
c. the partner participation in dissemination activities?	☐	☐	☐	☐
d. the visibility of the project (website, social media, events)?	☐	☐	☐	☐
e. the outreach to academic and industry stakeholders?	☐	☐	☐	☐
21. Suggestions for improving dissemination and communication activities:				

I. Risk Identification

22. Please identify any new or emerging risks that could affect the project's implementation (quality, cost, timeline, stakeholder engagement, platform usability, dissemination, etc.).
23. Have there been improvements since the previous internal evaluation round? If yes, please describe the most important ones.

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