

**Enhancement of internal quality assurance of education in teaching, learning and assessment in HEIs of Azerbaijan and Russia /IQAinAR**

**Work Package 2 - Development**

1. **INTRODUCTION AND GENERAL CHRONOLOGY**

WP2 aims to develop IQA indicators designed in WP1 taking into account the specificities of each university and the national background in teaching, learning, assessment and research. To this end, based on the indicators outlined as a result of the work carried out in wp1, we will continue to develop the internal quality assurance methodology for the two main areas: IQAs Methodology - STUDENT and IQAs Methodology - TEACHING STAFF / RESEARCH.

At the end of this phase, the developed IQAS will be integrated and tested at institutional level with a further discussion of first results with stakeholders and improvements made.

In addition the partners will have the opportunity to conduct a study visit where P4 will present its IQA system and strategy, policy documents and become familiar with the institutional practice and its success factors.

The main objective of this work package is to enable consortium partners to learn new methodologies for the improvement of their own IQA models, tools for self-analysis and models to help them imagine how to refine existing processes. As a result of this learning, and with the intention to improve the common educational space and harmonize it in compliance with the Bologna agreement, the consortium will develop an international IQAS with a focus on student mobility and internalization of education, thereby helping the Russian and Azerbaijani HEI partners to improve student mobility programs, make them transparent and remove the existing obstacles in this area.

**WP2 GENERAL SCHEDULE**

| 2021 | 2022 |
| --- | --- |
| September | October | November | December | January | February | March | April | May | June | July | August | September | October | November | December |
|  |  |  |  |  |  | Task 2.4 - MoscoW |  | Task 2.4 - Baku |  | Task 2.1 |  |  |  |  |  |
| Task 2.2 AND Task 2.3 | Task 2.5 | Task 2.6 | Task 2.7 |
| Review and submission of model/template proposals by partners, based on their own IQAs. | Validation of final model/templates to be used by RU/AZ in the design of its IQAS. | Design of IQAs by RU/AZ and completion of templates/templates to document the IQAs. IQAS implementation scheduling | Implementation of the pilot IQAs at RU/AZ | Analysis of implementation results and feedback to other partners |

1. **BREAKDOWN OF SPECIFIC TASKS AND DEADLINES**

WP2 has the following main objectives and tasks:

* **TASK 2.1** - Conduct a study visit to UCAM, focusing on IQA policy, indicators and practices developed at the institutional level with the participation of different stakeholders (e.g. students, professors, labor market, etc.) actively involved.

* Planning and delivery of visit agenda - **Deadline: 20/01/22**
* Referral to partners for validation - **Deadline: 01/02/22**
* **TASKS 2.2 & 2.3** - Develop a theoretical model of IQAS, which will be measured by the list of indicators outlined as a result of the work done in WP1.
* Delivery of templates by EU partners, used in their own IQAS - **Deadline: 22/10/21**
* Review of templates shared by all partners - **Deadline: 30/11/21**
* Comments and suggestions, through comments in the margins of the shared documents - **Deadline: 10/12/21**
* Generation of a final template by process and validation by partners - **Deadline: 20/01/22**
* Design of a theoretical IQAS by RU and AZ partners, based on the final consensual templates - **Deadline: 10/04/22**
* Planning by AZ and RU partners of the implementation of the theoretical IQAS through the pilot experience, taking into account the academic planning and the academic processes naturally under development in the RU and AZ partner institutions during the months foreseen for the implementation of the pilot IQAS - Delivery of planning document - **Deadline: 29/04/22**
* **TASK 2.4** - Develop workshops in Moscow (UK) and Baku (AZ), with the objective of presenting IQA strategies and practices by project members and initiating a broad discussion within the academic community, society, government agencies and other stakeholders. The workshops will be organized by P-10 at the University facilities.
* Planning and delivery of workshop agenda by AZ and RU partners:
* Moscow- **Deadline: 20/12/21**
* Baku - **Deadline: 20/02/22**
* Referral to the consortium for validation:
* Moscow- **Deadline: 5/01/2021**
* Baku - **Deadline: 1/03/2022**
* **TASK 2.5 -** Implement the theoretical IQAS model designed in tasks 2.2 and 2.3 in RU and AZ partner institutions through a pilot experience.
* Implementation of the pilot IQAS in partner institutions in UK and AZ - IQAS implemented - **Deadline: 30/10/22** (take into account academic calendars of non-European partners)
* **TASK 2.6 -** Following the development of the pilot experience, a webinar will be conducted through which the results of the pilot experience will be communicated by RU and AZ institution partners to all stakeholders to obtain their feedback and create general awareness on quality culture.
* Webinar planning and agenda - **Deadline: 5/09/22**
* Submission to partners for validation - Deadline: **15/09/22**
* Submission of a template-report to the partners, containing the work done by each partner in the development of WP2 and the conclusions reached in the webinar - **Deadline: 20/10/22**.
* **TASK 2.7 -** Finally, as a result of the work developed in the previous tasks, as well as the documentation accumulated throughout WP2, a draft document will be developed to document the IQAS.
* Delivery of completed Task 2.6 reports by each partner - **Deadline: 20/11/22**
* Development and delivery of a draft IQAS document to the partners - **Deadline: 20/12/22**
1. **DISTRIBUTION OF WORKING GROUPS - TASKS 2.2 AND 2.3**

The distribution of partners in the **working groups** will be as follows, seeking a homogeneous distribution of European/non-European partners between the two working groups, but adjusted to the workload of each of the two methodologies to be designed.

| **IQAs Methodology - STUDENT** | **WORKING GROUP 1: 2 EUROPEAN PARTNERS + 4 NON-EUROPEAN PARTNERS** |
| --- | --- |
| **IQAs AREAS** |  |
| Student admissions/graduation, admission and enrolment processStudent guidance and supportExcellence in teaching methodsLearning assessment tools and philosophyInternships and student mobilityCareer guidance for studentsHigh level of research and scientific publicationsBased on the tools of the student-centred approach. | P4 Fundacion Universitaria San Antonio (UCAM) |
| P8 Belgorod State University (BSU) |
| P7 Tver State University (TSU) |
| P2 International University of Applied Sciences Bad Honnef (IUBH) |
| P6 Russian Academy of Education (RAE) |
| P9 Nakhchivan State University (NSU) |

| **IQAs Methodology - TEACHING STAFF / RESEARCH** | **WORKING GROUP 2: 2 EUROPEAN PARTNERS + 2 NON- EUROPEAN PARTNERS** |
| --- | --- |
| **IQAs AREAS** |  |
| Access requirements for academic staffProgramme designLLL strategy and professional development programmesQuality scientific research in international peer-reviewed journals | P3 456 international B.V |
| P5 Financial University Under The Government Of The Russian Federation (FU) |
| P10 Azerbaijan State Pedagogical University (ASPU) |
| P1 Wittenborg University of Applied Sciences (WUAS) |

In execution of the first point of tasks 2.2 and 2.3, the European partners must provide the templates they use in their IQAS according to the distribution of IQAS partners/areas indicated below.

These templates must be translated into English and hosted in the shared folder in the Project drive before **22/10/21**:

1. **IQAs Methodology - STUDENT**

a.1) **P4** Fundacion Universitaria San Antonio (UCAM). Delivery of:

* Process map of your IQAS
* Blank general IQAS template
* Completed templates relating to the following areas of your IQAS:
* Internships and student mobility
* Learning assessment tools and philosophy
* Career guidance for students
* Student admission/graduation, admission and enrolment process

a.2) P2 International University of Applied Sciences Bad Honnef (IUBH). Delivery of:

* Process map of your IQAS
* Blank general IQAS template
* Completed templates relating to the following areas of your IQAS:
* Guidance and support for students
* Excellence in teaching methods
* High level of research and scientific publications
* Based on the tools of the student-centred approach.
1. **IQAs Methodology - TEACHING STAFF / RESEARCH**

b.1) **P3** 456 international B.V. Delivery of:

* Process map of your IQAS
* Blank general IQAS template
* Completed templates relating to the following areas of your IQAS: :
* Access requirements for academic staff
* Programme design

b.2) **P1** Wittenborg University of Applied Sciences (WUAS). Delivery of:

* Process map of your IQAS
* Blank general IQAS template
* Completed templates relating to the following areas of your IQAS:
* LLL strategy and professional development programmes
* Quality scientific research in international peer-reviewed journals