NeurotechEU
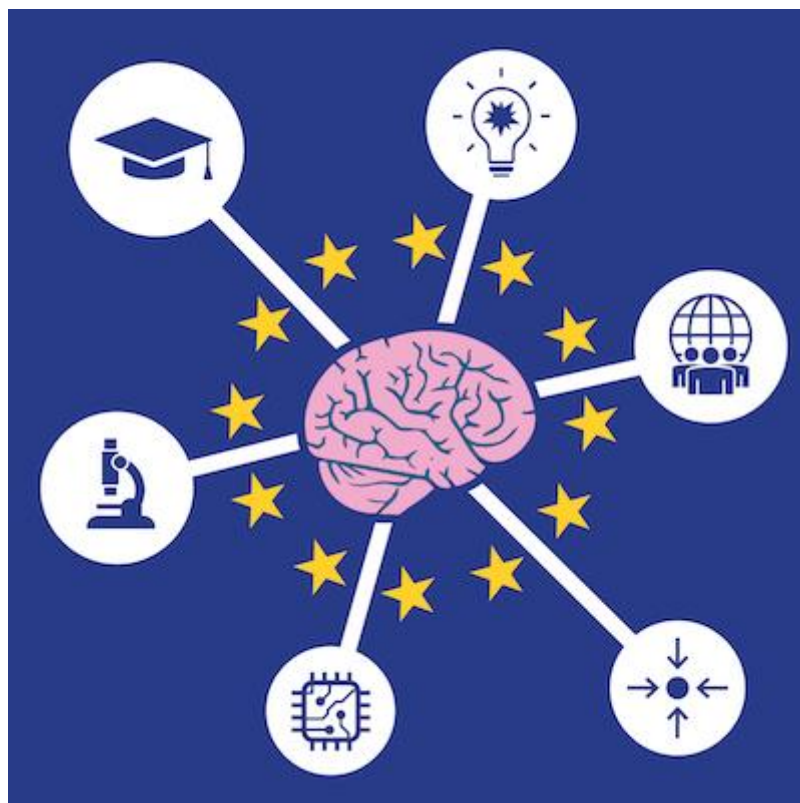
The European University of Brain and Technology

[D2.1]

[NeurotechEU Structure: Document of Responsibilities]

Deliverable information	
Work package number	WP2
Deliverable number in work package	D2.1
Lead beneficiary	UMH
Due date (latest)	31/01/2021

Document History		
Version	*Description*	*Date*
1.0	Developed by UMH together with WP2 team	01/01/2021
1.1	Formatting updates by UMH	01/06/2022

Table of contents

Executive summary

This document is a key part of the NeurotechEU Education and Research Quality Compendium (NERQ Compendium) as it establishes the groups of interest responsible for the key activities.

The NeurotechEU central goal of activities is the **continuous integration of education, research, and innovation**. Therefore, the four content delivery work packages, i.e., Neurotech2040 (WP3), Neuro challenges in Education & Research (WP4), Technological Innovation (WP5), and Societal Innovation (WP6), are organizationally interlinked while they all work together to facilitate **education, training, and life-long learning**.

The Board of Rectors is the assembly of all rectors from the partners within the Alliance. Beyond the control over the NeurotechEU organisation, this platform will implement the cooperation principles in participating universities, ensuring impact across all branches of the universities.

The Board of Governors consists of the eight Work Package (WP) leads, each coming from one of the founding universities, and two elected student representatives will be responsible for the daily management of NeurotechEU.

The Board of Rectors and Board of Governors are committed to improving the quality of management at NeurotechEU, and are supported by the Quality Committee for that purpose.

The Quality Committee has responsibility for the deployment and monitoring of the Quality System.

NeurotechEU aligns with the Ethics Assessment and Advisory System, which is aimed to provide a framework for ethical and responsible research and education supporting the mission of NeurotechEU Alliance.

1. Introduction

NeurotechEU Education and Research Quality (NERQ) Compendium for Quality includes the Policy for Quality and the Internal Quality Assurance System. This is a common framework for the assurance of the activities included in NeurotechEU that will be held by each university and it can be integrated into each quality system.

NeurotechEU defines its Quality System following the *Standards of the European Association for Quality Assurance in Higher Education (ENQA)*, the *European Approach for Quality Assurance of Joint Programmes*, the *2030 Agenda for Sustainable Development,* and the *European Charter for Researchers Code of Conduct for the Recruitment of Researcher (HRS4R)*.

This document is the first key part of NERQ Compendium as it establishes the groups of interest responsible for its key activities. It is closely related to the remaining documentation that is being prepared in accordance with the schedule established in the NeurotechEU project. All the quality assessment specifics and indicators of the NeurotechEU Education and Research Quality (NERQ) will be detailed in the NERQ Compendium.

Table 1 lists the project Deliverables that are included in the NERQ Compendium, likewise establishing their connection with the ENQA Standards.

Neurotech^{EU} Deliverable	Neurotech^{EU} Deliverable. Relative Number in WP	Title	ENQA Standards
D11	D2.1	Structure: Document of Responsibilities	1.1
D12	D2.2	Compendium: 1. Quality Plan	1.1, 1.2. 1.8, 1.9
D13	D2.3	NERQ Compendium: 2. Q3R	1.7
D14	D2.4	NERQ Compendium: 3. Improvement Plan	1.8, 1.9
D15	D2.5	Work Plan	1.1, 1.2. 1.8, 1.9

The Neurotech^{EU} central goal of activities is the **continuous integration of education, research, and innovation**. Therefore, the four content delivery work packages, i.e., Neurotech2040 (WP3), Neuro challenges in Education & Research (WP4), Technological Innovation (WP5), and Societal Innovation (WP6), are organizationally interlinked while they all work together to facilitate **education, training, and life-long learning**. WP1-2 will plan, organise, command, coordinate, and control the Alliance actions, maximising the utilisation of resources and human capital to ensure organisational success. WP7 and WP8 will widen the participation, spread excellence in education and research in a sustainable fashion; they will ensure that Neurotech^{EU} actions, outcomes, competencies, and know-how will be disseminated across sectors throughout Europe.
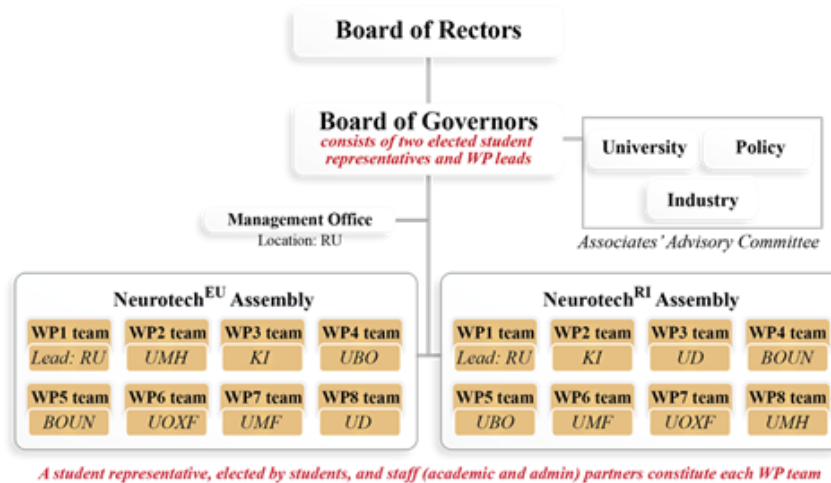
The main lines are Neurotech^{EU} Campus+, Neurotech^{EU} Graduate School, Neurotech^{EU} Lifelong Learning Center, Neurotech^{EU} Spaces, and Neurotech^{EU} Ecosystem. The action plan for Phase 1 focuses on the following:

- **Neurotech^{EU} CAMPUS+** will create a shared virtual space, an extension of the partnering organisations, where students across all levels (bachelor, master, Ph.D.), instructors, professors, and administrators work together without administrative, cultural, or societal obstacles to provide physical, digital, and **blended training**. Neurotech^{EU} will empower students to **customise their curriculum** from the well-structured and comprehensive **course catalogues of the partnering universities**. Benefiting from the strengths of each university and taking advantage of the best traditions in each country's culture, it will integrate popular and academic cultures, creating a collective European academic identity.

- **Neurotech^{EU} GRADUATE SCHOOL** will provide **co-tutelage Ph.D. scholarships** to train top-flight researchers in a multidisciplinary and intersectoral setting. Closely cooperating with CAMPUS+ will promote innovation and an entrepreneurial mindset. The advanced training will bridge **fundamental and applied brain sciences** to develop next-generation technologies to study the healthy brain and behaviour and to diagnose, prevent, and cure brain disorders. Each student will be **co-supervised by a team of experts**, two from the participating academic organisations and one from industry, benefiting from the unique knowledge, expertise, and capabilities of the partners, embedded mobility, and Neurotech^{EU} at large.

- **Neurotech^{EU} LIFE-LONG LEARNING CENTER** will support the **continued training of its graduates and society** at large. It will provide the necessary knowledge, skill sets, and competences for individuals to adapt to the changing personal, civic, societal, and employment-related needs and provide them opportunities in brain research and technologies. It will help to develop public engagement, redress the inequalities, e.g., due to past educational background and lack of inclusive higher education, and to attract new talent.

The Alliance provides a structural and sustainable approach to the inclusion of all voices on campus (bachelor's, master's, and doctoral students, life-long learners, teaching and research staff, support and administrative staff, management positions) and off-campus (public policy-makers, associate partners,

associated (European) universities, industrial and innovation partners, regional stakeholders, governmental and non-governmental organisations, and society at large). The cooperation across geographically separated teams will be upscaled by creating a shared digital tool for virtual collaboration and organising meetings for direct interaction with all stakeholders, creating a melting pot of cultures, ideas, and talent.

A student representative, elected by students, and staff (academic and admin) partners constitute each WP team

1.1. Commitment of NeurotechEU to quality management

In the framework document, "Criteria and Guidelines for the Quality Assurance of the EHEA," the ENQA establishes that "institutions should ensure that they collect, analyse, and use relevant information for the effective management of their study programs and other activities," since "an institution's self-knowledge is the starting point for effective quality assurance."

It also establishes that "Institutions should have a policy and associated procedures for the assurance of the quality and standards of their programs and awards. They should also commit themselves explicitly to the development of a culture that recognizes the importance of quality, and quality assurance, in their work. To achieve this, institutions should develop and implement a strategy for the continuous enhancement of quality".[1]

The Board of Rectors is the assembly of all rectors from the partners within the Alliance. Beyond the control over the NeurotechEU organisation, this platform will implement the cooperation principles in participating universities, ensuring impact across all branches of the universities.

The Board of Governors consists of the eight Work Package (WP) leads, each coming from one of the founding universities, and two elected student representatives will be responsible for the daily management of NeurotechEU.

The Board of Rectors and Board of Governors are committed to improving the quality of management at NeurotechEU. In this context, the system requires a periodic analysis of data, indicators, reports, and, ultimately, organisational processes that should allow the BoG to share its current situation and evolution followed based on the objectives set and that, finally, lead to making strategic decisions.

As a fundamental part of its policy, the **BoG** expresses its commitment to Quality Management, making, for this, a public and written declaration of its commitment.

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[1] https://enqa.eu/wp-content/uploads/2013/06/ENQA-Bergen-Report.pdf - Page 6

The BoG is committed to the design and deployment of its system that allows guaranteeing quality in all its processes, ensuring the satisfaction of the needs and expectations of its stakeholders, and using resources efficiently.

The **BoG** assumes the following commitments in relation to quality management:
- To define, review, and permanently update its Policy for Quality, formulated by the **Quality Committee.**
- To promote the understanding and acceptance of this Policy for Quality by NeurotechEU personnel and its dissemination to stakeholders.
- To establish a system of documentation to guarantee the quality of all the processes it comprises.
- To assume permanent commitment to continuous improvement, for which it proposes learning from best practices as a vehicle for continuous improvement
- To ensure that the Internal Quality Assurance System (IQAS) remains effective and is controlled and reviewed periodically.

Commitments that are assumed take into account the following principles:
- Orientation to students and society.
- Development and involvement of people.
- Leadership of the management team.
- Learning, innovation, and continuous improvement.
- Process management.
- Strategy based on understanding the needs of stakeholders and the external environment.
- Adequate management of resources.

Additionally, we assume the basic principles of quality assurance, both internal and external to higher education, which are established in the ENQA Standards:
- providers of higher education have the primary responsibility for the quality of their provision and its assurance;
- the quality of academic programs needs to be continuously improved for students and other beneficiaries of higher education across the EHEA;
- the needs to be efficient and effective organisational structures within which academic programs can be provided and supported;
- transparency and the use of external expertise in quality assurance processes are important;
- there should be encouragement of a culture of quality within higher education institutions;
- processes should be developed through which higher education institutions can demonstrate their accountability, including accountability for the investment of public and private money;
- quality assurance for accountability purposes is fully compatible with quality assurance for enhancement purposes;
- institutions should be able to demonstrate their quality at home and internationally;
- processes used should not stifle diversity and innovation.

Finally, NeurotechEU aligns with the Ethics Assessment and Advisory System, which is aimed to provide a framework for ethical and responsible research and education supporting the mission of NeurotechEU Alliance. To support this aim, NeurotechEU adheres to the procedures regarding good practices established by the universities of this consortium in terms of ethics. It assumes the mission of guaranteeing that all the documents, research projects, and teaching activities at NeurotechEU are adapted to the methodological, ethical, and legal requirements established in education and research.

2. NERQ-EU structure

a. General provisions

Article 1.

Neurotech^{EU} adopts, as a reference for quality improvements, the ENQA recommendations and standards, without prejudice to the interest of the institution for promoting quality accreditation or certification processes by other prestigious external entities.

Article 2.

1. The governing bodies at Neurotech^{EU} shall establish policy, foster improvements in actions, and facilitate the management and planning of the university organisation in terms of quality in order to comply with the ambitious goals it has been entrusted with.

2. To fulfil these purposes in the most efficient possible manner, Neurotech^{EU} possesses competent bodies to manage the quality system that shall execute the quality policy of the university.

3. This set of rules regulates the structure and functions of said bodies and shall be applied in the area of operations of Neurotech^{EU}.

4. Any modifications to the set of rules must be approved by the Board of Governors.

Article 3.

Quality at Neurotech^{EU} is the responsibility of all partner institutions that carry out activities in any of their academic structures (departments, university institutes, research centres, faculties, and schools), services, offices, and administrative units. The quality assessment systems shall recognize efforts and compliance with standards of quality.

Neurotech^{EU} shall equip itself with a structure and qualified bodies to ensure that its Quality Plan is implemented and that continuous improvement in the quality of the various services and products it provides society becomes possible, especially in teaching and research, and technological development.

To accomplish this, the following bodies with direct responsibilities in quality management are established (refer to articles 4, 5, 6, and 7):

- Board of Governors
- Quality Committee
- Quality Manager
- Quality Officer

Article 4. Board of Governors

It is the responsibility of the Board of Governors to approve the Quality Plan of Neurotech^{EU}, the NERQ-EU Structure, the Policy for Quality, the Internal Quality Assurance System, and their modifications. Annually, accounts are also rendered through the monitoring report to the **Associates' Advisory Committee.**

Annex 1. List of members

Article 5. Quality Committee

The Quality Committee is a team of impartial educators, researchers, administrators, students, and experts across sectors.

This Committee is responsible for assessing the achievement of the aims, activities, and deliveries. Its tasks are:

- Propose the Quality Plan to be approved by the BoG, which includes aims, assessment plan, Indicators System, and work plan.
- Assessment of the NeurotechEU activities.
- Assessment of the deliverables.
- Preparation of an improvement plan, identifying areas for improvement, designing improvement proposals, and monitoring them.
- Study the results and review information, preparing a report to be sent to the BoG.
- Propose the review of the NERQ compendium.
- Deployment and monitoring of the Quality System.
- Approve the review of the IQAS processes and its review reports.
- Define the specific data from IQAS to be public.

In the scope of each training program, the coordination (to be defined) is responsible for the application and monitoring of the processes that affect the degree and for the preparation of the necessary documentation for the monitoring, accreditation, and modification documents. This task is also supervised by the Quality Committee.
Annex 1. List of members

Article 6. Quality Manager
The Quality Manager is the WP2 leader. His/her tasks include:

- Implement the Quality plan, in line with the above documents, in order to guarantee the achievement of the outputs and that they are delivered on time.
- Monitor the work plan (definition of the procedures and tasks to be held in order to achieve the objectives defined in the Quality Plan).
- Implement the Qualitative and Quantitative Quality Reviews (Q3R).
- Analyse the data from the different outputs that are included in the NERQ Compendium.

Annex 1. List of members

Article 7. Quality officer in each partner institution (a member of each WP).
In order to implement the quality plan, tasks will be supported by the coordinators of each WP (or the member assigned in each WP). Each WP includes **key indicators** aligned with the main objectives of each WP, tasks, and activities. The indicators system will be composed, at least by the key indicators identified in each WP, and it will be collected at least twice a year.

The deployment and monitoring of the Quality System corresponds to the **Quality Committee**, which delegates the ownership of some processes to **Quality officers in each partner institution.**

Annually, the **coordinators of each WP** (or the member assigned in each WP) review the processes and, if necessary, create a new updated version. The review of each process also involves updating and analysing the monitoring indicators and reviewing and updating the improvement plan. They also provide support for the remaining competent bodies in matters concerning quality.
Annex 1. List of members

b. Final provision
First. That not covered in this set of rules shall be addressed by decisions and agreements of the BoG.

Annex I. List of members

Board of Governors
The Board of Governors, which consists of the eight Work Package (WP) leads, each coming from one of the founding universities, and two elected student representatives are responsible for the daily management of NeurotechEU. The students are democratically elected from the NeurotechEU student body by students. They are full members of the Board of Governors in order to magnify the student's voice and ensure direct communication between the management and student body.

Members of the Board of Governors are listed in Deliverable D1.1.

Quality Committee
The Quality Committee is a team of impartial educators, researchers, administrators, students, and experts across sectors.

The names will be proposed by the WP2 and approved by the Board of Governors.

Quality Manager
The Quality Manager is the WP2 leader. The leader of WP2 is Inmaculada Blaya (Miguel Hernández University).

Quality officer in each partner institution
A member of each WP.

The names will be proposed by each WP leader and approved by the Board of Governors.