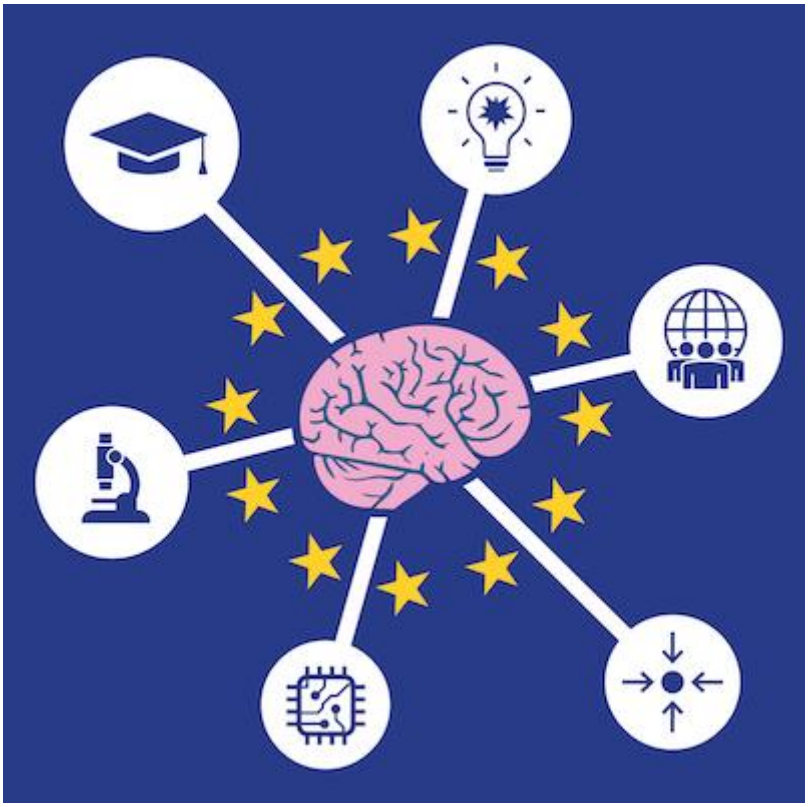
Neurotech^{EU}

The European University of Brain and Technology



[D2.4]

[NERQ Compendium: 3. Improvement Plan]

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Executive summary

This document is the **third part of the NeurotechEU Education and Research Quality (NERQ) Compendium** corresponding to the Improvement Plan (fourth and final step of the quality cycle).

It contains the definition of main quality standards for the **Annual Assessment Report,** as it is the main instrument for the Improvement Plan. Its final purpose is to help to define data-informed action plans capable of causing substantial improvements in each NeurotechEU quality cycle, to make a real impact step-by-step.

Main commitments in assessment procedures will be under the responsibilities of the **Quality Manager**, proposing the Annual Assessment Report, and the **Quality Committee**, approving it.

1. Background

The Improvement Plan defined in this document is **under the framework defined for NeurotechEU Quality Plan** (Deliverable 2.2), where the progress follows successive subsequent rounds Plan-Do-Check-Act (PDCA), with 4 stages:

It corresponds with the **fourth and final step of the quality cycle**, where a specific set of indicators is defined for the scope of each project increment, and tools and procedures are provided to verify that the achievements fulfil stakeholders' needs by means of monitoring these indicators.

2. Scope of Improvement Plan

The aim of our **Improvement Plan** is to **define data-informed action plans** that can cause substantial improvements in each NeurotechEU quality cycle, to make a real impact step-by-step under the *mission, vision, and values* defined.

The scope of the Improvement Plan will be twofold, covering ***improvement areas that are identified*** regarding both Strategic Growth and Internal Quality. Procedures to achieve this aim will be designed incrementally during the project, but a **common skeleton for these procedures** should be provided, and it is the purpose of this document now to make an initial approach to it.

3. Annual Assessment Report

The **Annual Assessment Report** is the main output of the Improvement Plan, and its content will cover this minimum:

- Improvement areas and their priorities identified.
- Proposals for dealing with each of them (according to its priority).
- Assignment of responsible persons for its implementation.
- Deadlines for its implementation.
- Proposed indicators for its monitoring.
- Monitoring calendar.

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3.1. Annual Assessment Report: Information that should be considered

Annual Assessment Report should consider not only the work package leaders or main activity owner's points of view, but also critical reviews received from key stakeholders (if they are said to be distinct from the primary).

These **key stakeholders** will be identified at the beginning of each project cycle, considering the following profiles:

- Internal and external stakeholders capable of evaluating the value to be delivered according to NeurotechEU *mission, vision, and values*.
- Competent bodies on Internal Quality Assessment for each relevant activity envisaged.

The **input required to build the Annual Assessment Report** will be:

- Data resulted from the monitoring process, where improvement areas and their priorities should have been identified.
- Guidelines received from the Quality Committee to translate these data into an action plan.

3.2. Annual Assessment Report: Assessment procedures

There will be a **global assessment procedure** at the end of each project increment, but also **specific procedures** to take into account the **internal quality assessment of each NeurotechEU main activity**.

At the end of month 36, a calendar and all required details for these procedures will be defined under the following considerations:

3.2.1. Timing

Two independent timings will be set for the following separated procedures:

- **Global formal assessment**: A standard calendar will be defined at the beginning of each project cycle for each **annual** life cycle.

  A first version of this calendar is defined in Deliverable 1.5 (Annex II. *Sub-processes for annual data collection)* for the first project increment, and updated versions will be produced incrementally.

- **Calendars for each typology of NeurotechEU main activity** will also be defined by the respective competent body for the Internal Quality Assessment.

3.2.2. Competencies

Main commitments in assessment procedures will be under the responsibilities of the **Quality Manager**, proposing the Annual Assessment Report, and the **Quality Committee**, approving it. The achievement of their competencies will also require the support of the following competent bodies:

- **Board of Governors**: Competent body to **identify key stakeholders** to be considered in each project increment.

- **WP2 team**: Competent body to **provide the handbook** (report templates, partner questionnaires, quality guidelines for key areas) to serve the assessment process.

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- **Internal Quality organism** per each typology of Neurotech[EU] **main activity.** (eg. short courses, internships ….).
  It will be the transversal competent body, per each typology of activity, and with respect to Internal Quality:
  - To receive data regarding improvement areas identified.
  - To translate them into transversal internal quality improvement guidelines per area.
  - To identify quality incidents that could require a specific monitoring mechanism.
  - To propose a general Improvement Plan per typology of activity and submit it to the Quality Committee.

  At the end of month 36, a list of key activities for the scope of Internal Quality will be defined. (eg. Short courses, internships), and a set of transversal competent bodies will be set according to these key activities identified.

- **Quality Officer in each partner institution** (Deliverable 2.1): Competent body to collect priorities for improvement identified in the activities coordinated under the ownership of their own institution.

They will transfer them to the corresponding Internal Quality organism competent for each category of activity.

3.2.3. Distributed accountability and commitment

Procedures will always be designed under the principle of **all the Neurotech[EU] activity owners' co-responsibility** with the **Neurotech[EU] internal quality guidelines (IQAS)** (Deliverable D2.2).
This principle will be crucial to build a cost-effective approach.

Neurotech[EU] Internal Quality Assurance System (IQAS) will establish at the end of month 36 the procedures **to collect each activity owner's final critical review exercise** to the corresponding board.

But at the present time, a requirement is established for each Neurotech[EU] activity (with pre-defined guidelines and standards). This is the self-responsibility of each activity owner to transfer critical improvement issues identified to the corresponding board in charge of defining **improvement plans for the next deliveries** of activities of similar nature (not necessary under an annual cycle, but prior if required).

4. Reference framework

- Deliverable 1.5 (D1.5): Process of monitoring:
  - Annex I. Monthly progress report
  - Annex II. Sub-processes for annual data collection
  - Annex III. Annual WP Progress Form
  - Annex IV. Annual Progress Report (Template)
- Deliverable 2.1 (D2.1): Neurotech[EU] Structure: Document of Responsibilities.
- Deliverable 2.2 (D2.2): 'NERQ Compendium/ 1. Quality Plan'
- Deliverable 2.3 (D2.3): 'NERQ Compendium/ 2. Q3R'