

**Digital transformation of HEIs education process in Ukraine and
Moldova for sustainable engagement with enterprises,
DIGITRANS**

Quality Assurance Plan

Deliverable 6.1

Version 1.2
13.02.2025



Deliverable No.	D6.1
Deliverable Title	Quality Assurance Plan (a report on mindset of the Quality Assurance system)
Lead beneficiary	Riga Technical University
Due date of deliverable	30.02.2025
Actual submission date	13.02.2025
Dissemination level	PU - Public

Records of changes:

Version#	Status of document	Date	Author	Comments
0.1	Working version	17.06.2024	RTU, A. Zabašta,	1 st working version
0.2	Adjustments	25.06.2024	RTU, N. Kuņicina	2 nd working version
0.3	Adjustments	07.07.2024	RTU, A. Zabašta	3 rd working version
0.4	Adjustments	23.08.2024	RTU, A. Zabašta	4 th working version
1.0	Adjustments	30.01.2025	RTU, A. Zabašta	Final version-A
1.1	Adjustments	11.02.2025	RTU, A. Zabašta	Final version-B

Quality Assurance

No.	Date	Version	Approved by
1.	01.02.2025	1.0	M. Kokou, NKUA
2.	13.02.2025	1.1	N. Kuņicina, RTU

List of Tables

Table 1: Updated risk management and contingency plan

Table 2: Internal Peer Reviews for Deliverables

Table of Content

List of Tables	1
Executive Summary	4
Introduction	6
Roles and Responsibilities	7
Methodology	10
Monitoring, reviewing and reporting	11
Internal procedures and documents	11
External monitoring and control.....	12
Review process	12
Implementation schedule.....	14
Assumptions and risks.....	15
Table 1: Updated risk management and contingency plan.....	17
Table 2: Internal Peer Reviews for Deliverables.....	22
APPENDICES.....	25
References and Related Documents	25

Acronyms, abbreviations and definitions

Acronyms	Definition
DIGITRANS	Digital transformation of HEIs education process in Ukraine and Moldova for sustainable engagement with enterprises
CHBE	Capacity Building in Higher Education
EACEA	European Education and Culture Executive Agency
ECTS	European Credit Transfer and Accumulation System
EHEA	European Higher Education Area
GA	Grant Agreement
HEI	Higher Education Institution
MC	Management Committee
QAP	Quality Assurance Plan
QAMT	Quality Assurance and Monitoring Team
PA	Partnership Agreement
PC	Project Coordinator
PQAP	Project Quality Assurance Plan
PH	Project Handbook

Executive Summary

The current document is the **Quality Assurance Plan (QAP)** for the “**Digital transformation of HEIs education process in Ukraine and Moldova for sustainable engagement with enterprises, DIGITRANS**” project, which was funded under the Erasmus+ Capacity Building in Higher Education (CBHE) framework.

During the project implementation several updates took place for the QAP. We recall in this version of the QAP only those for which significant changes were performed from one version to another. These versions also correspond to critical stages faced by the project consortium during the rollout implementation of the project.

The updated version of the QAP aims to revise the previous quality assurance procedures, and to establish more rigid quality procedures that will continue to promote a uniform approach in realizing and delivering project tasks and deliverables.

Specifically, version 1.0 updated the tables related to the risks encountered so far in the project and made further adjustments to the mitigation actions. Furthermore, the monitoring tables for the project progress were also updated and presented as an Annex.

All consortium partners need to comply with the procedures and quality control measures described in the QAP. The updated Quality Assurance Plan will be implemented to ensure

- **Adherence to key provisions** in the Consortium Agreement(s) and the Grant Agreement to realize the project tasks and deliverables
- **Adherence to key provisions** in the Consortium Agreement and Grant Agreement to realize the project tasks and deliverables
- The active involvement of **Quality Assurance and Monitoring Team** in the decision-making process of quality assurance measures and tools, which is contingent upon the QAMT’s role in the organization of the consortium bodies
- The implementation of **quality assurance tools** to realize the project objectives, including the use of common templates for soliciting feedback from stakeholders and the preparation and reporting of documents
- The deployment of **processes and tools for the periodic monitoring** of the project’s progress, such as the provision of guidelines and support for the preparation and provision of all required documentation to the Project Coordinator and delivery of management and financial reports
- The implementation of **reviewing procedures** prior to the formal approval of project deliverables
- The use of **risk assessment procedures** for risk evaluation, monitoring and implementation of mitigation actions to realize the project’s objectives and deliverables in a timely manner.

To achieve high quality project deliverables and realization of project tasks and objectives, explicit periodic process for reporting activities and deliverables, effort against spending and clear evaluation, review and monitoring procedures will be implemented. To this end, the QAP provides the framework that will guide in monitoring, reviewing and evaluating the progress of the project activities, for anticipating any further emerging challenges and proposing corrective

actions to ensure the completion of the project. The aim is to undertake all actions to ensure the involvement and contribution of all involved partners and delivery of activities within the indicated timeframe.

The QAP is a dynamic document and will be updated throughout the DIGITRANS project's lifecycle to meet the project's needs.

Introduction

The revised Quality Assurance Plan will continue to offer a framework for the implementation of internal quality assurance tools for monitoring, reporting and reviewing the project's progress, overcoming any emerging challenges and propose corrective actions. The project's progress will continue to be monitored by the Project Coordinator in close collaboration with the Quality Assurance and Monitoring Team (QAMT) and Work Package Leaders. Throughout the remaining duration of the project, the QAP shall be used as a guide for quality implementation of the remaining tasks and deliverables and for the fulfilment of the obligations, as stated in the Amendment (No 2019-1956/001-004) to the Grant Agreement (2018-1956/001-001) as per Ref. Ares (2022) 7808435 – 11/11/2022.

According to QAP DIGITRANS establishes internal quality procedures, preparing evaluation forms and guidelines, internal and external evaluations of deliverables, reporting, and accreditation/ validation of developed curricular.

The partners nominate the Project Quality Assurance and Monitoring Team (QAMT) at the kick-off meeting. Each partner will delegate to QAMT one academic/teaching staff person. The QAMT will develop the Project Quality Assurance plan (PQAP), which will be approved by the Management Committee (MC) in the beginning of the project. Working groups for internal quality control of activities will be created at each HEIs of Moldova and Ukraine.

PQAP will establish the quality measures, which will be used for outcomes evaluation against the benchmarks and indicators:

1. The developed courses and study programs design and content will be reviewed and evaluated by involved parties and stakeholders; suggestions will be offered and follow-up procedures will be determined.
2. Specific needs of different modes of delivery (e.g. lecturing, lab works, e-learning, remote labs, etc.) and target groups are considered.
3. Learning/teaching resources are available to the teachers, students and other stakeholders.
4. Formal curricular approval and accreditation procedures will be initiated and completed according to the work plan.
5. Procedures and forms for testing and evaluation of new developed courses will be created, and PCs

During the project two quality control mechanisms will be used: internal and external. The monitoring by Erasmus+ Offices Ukraine and Moldova will be used. Evaluation by external experts will take place in the second and third project year, related to new courses piloting at PCs universities

Reporting on activities and effort expenditure will adhere to key provisions in the CA. Guidelines and support for management and financial report preparation will continue to be provided to consortium partners by the PC and his project management and financial team. Quality assurance instruments introduced to monitor the degree off activity completion and deliverable realization will continue to be deployed. A review and monitoring process will also be implemented to ensure quality control in document preparation and to meet the project's objectives.

Roles and Responsibilities

Within the consortium body, the Project Coordinator, Quality Assurance and Monitoring Team and Work Package Leaders will collaborate closely to monitor, evaluate and review the quality of all project-related activities and deliverables. More precisely, within the consortium body, the following roles and responsibilities will be undertaken for quality assurance purposes:

- The **Project Coordinator** will be responsible for
 - Overseeing the internal project implementation procedures;
 - The periodic reporting of the project, including the technical and financial project reports, as indicated in the Grant Agreement;
 - Ensuring that decision-making processes are defined;
 - Meeting management and financial procedures;
 - Monitoring, evaluating and reviewing the progress of the project activities and deliverables;
 - Ensuring that all consortium partners adhere to key provisions in the Consortium and GA;
 - Providing support and guidance to consortium partners on financial statements and resource allocation to each beneficiary;
 - Maintaining consistency in document preparation and reporting, including the use of common templates for soliciting feedback from stakeholders
 - Collaborating with the QAMT and Work Package Leaders to monitor the project activities and achieve quality project objectives and deliverables within the indicated time frame;
 - Monitoring the contingency plan, mitigation plan and undertake corrective action;
 - Rescheduling activities and ensuring their completion within the project's lifecycle;
 - Overseeing the production of financial and technical reports according to the GA;
 - Adhering to procedures for external subcontracting for external quality control of the project activities and deliverables;
 - Preparing the interim and financial reports;
 - Overseeing the accreditation progress;
 - Developing Quality Reports from partners, as well as the Consolidated Quality Reports;
 - Collaborating closely with the EACEA;

- The **Quality Assurance and Monitoring Team** will be responsible for
 - The development of the project Quality Assurance Plan;
 - The development and implementation of quality assurance tools and measures that will guide in generating quality deliverables;
 - Collaborating with the PC to use these quality measures for outcome evaluation against project benchmarks and indicators;
 - Collaborating with WP Leaders to ensure the realization of activities and deliverables in each WP within the indicated time frame;

- Overseeing the development of a reporting system for monitoring, reviewing and controlling the quality of project activities and deliverables;
 - developing a methodology for self-evaluation, including a set of criteria for evaluation, questionnaires and analysis of responses.
 - Establishing an effective contingency plan in case any further challenges are experienced during the remaining duration of the project;
 - Implementing risk mitigation strategies to identify, assess and monitor any emerging risks that may inhibit the realization of the project;
 - Deploying the quality assurance tools and instruments developed for monitoring the progress and completion of activities and deliverables;
 - Collaborating with the PC during quarterly reviews to evaluate the quality of each deliverable and ensure the achievement of project objectives;
 - Overseeing the development of working groups for internal quality control at each participating HEI;
 - Monitoring consistency in the methodology implemented for obtaining feedback from employers on newly developed curricula;
 - Ensuring the realization and quality of teacher and student training events and sessions;
 - Reporting to the PC on the status of project's deliverables and overall progress;
 - Collaborating with the PC to monitor and evaluate the accreditation progress;
 - Reporting to consortium partners during management meetings.
-
- The **Work Package Leaders** will be responsible for
 - Overseeing the implementation of internal procedures for activity implementation within their WP;
 - Collaborating with Task leaders to monitor and evaluate the realization of all project tasks and objectives;
 - Implement quality assurance measures and tools to achieve quality deliverables;
 - Collaborating with the QAMT and PC to monitor, review and assess the project's progress;
 - Providing guidance and support to Task leaders to assist with the achievement of quality project results and deliverables;
 - Reporting tasks progress;
 - Collaborating with the QAMT and PC to implement risk mitigation strategies to identify, assess and monitor any emerging risks that may inhibit the realization of the project;
 - Collaborating with the Project Coordinator during quarterly reviews to evaluate the quality of each deliverable and ensure the achievement of project objectives;
 - Collaborating with Task leaders to ensure all reports adhere to the GA;
 - Maintaining transparent communication;
 - Ensuring activities and spending against project activities;
 - Ensuring that all activities adhere to GA and consortium agreements;
 - Contributing to the reporting process of deliverables and project activities.
 - Reporting to consortium partners during project management meetings.

Participating organizations were invited to appoint an academic staff member to join the Quality Assurance and Monitoring Team (QAMT). The QAMT developed the Project Quality Assurance Plan (PQAP). All consortium members in the QAMT are included in Table 1 below.

Table 1: Quality Assurance and Monitoring Team, last updated in v.1.0 23.08.2024

Name of Consortium Member	Academic Institution	Email Address:
Nadežda Kuņicina; Anastasija Žiravecka	RTU	Nadezda.kunicina@rtu.lv ; Anastasija.ziravecka@rtu.lv
Robert Madalin Chivu	UDJG	Robert.Chivu@ugal.ro
Maria Koukou	NKUA	Mkoukou@uoa.gr
Sergii Ivanets	CPNU	sergeyivanets@gmail.com
Shchasyana Arhun	KhNAHU	Shasyana@gmail.com
Oleh Zakharchuk	LNTU	Zaharchukov205@gmail.com
Sergey Bobrov	SNT	Sergey.Bobrov@snt.ua
Irina Tututnaru	TUM	Irina.tutunaru@adm.utm.md
Natalia Gasitoi	USARB	Gasitoi.natalia@usarb.md
Liudmila Rosca-Sadurschi	USC	Liudmila.sadurschi@gmail.com
Ioana Vintiloiu	DR	Ioana.Vintiloiu@draexlmaier.com

Methodology

The purpose of the Quality Assurance Plan is to provide a framework that defines the quality assurance tools and measures, as well as the quality control and monitoring procedures, of the DIGITRANS project. The QAP is intended to serve as a guide for the Project Coordinator and consortium partners to monitor the project's progress and deliver quality results within the project's lifecycle. It can also serve as a mechanism for reporting the project's progress and for maintaining transparency in project activities and deliverable completion. In cases where internal Quality Audits might be conducted, the QAP can be used for evaluating the implementation of the QAP during the project.

Rigid Quality Assurance activities will be implemented for tasks and deliverables within each of the WPs to control, evaluate and review the project deliverables which are required for realizing the project's objectives. To this end, the Quality Assurance Plan will offer the methodological framework for the implementation of quality assurance and quality control activities. The framework also describes internal quality control and external quality control and evaluation procedures.

More precisely, the current methodology for Quality Assurance includes:

- (a) Procedures, measures and tools for monitoring, reviewing and evaluating the activities involved in each WP;
- (b) The Quality Assurance and Monitoring Team and its role in realizing the project objectives and deliverables;
- (c) The working group for internal quality control and monitoring;
- (d) Internal monitoring and control procedures;
- (e) External monitoring and control procedures;
- (f) Implementation schedule;
- (g) Assumptions and risks;
- (h) Risk management and contingency plan

The methodology will offer a path to achieve the project results, promote accessibility to deliverables to key stakeholders and ensure that all project activities adhere to high standards and EACEA requirements and guidelines. The aim is to implement both internal and external mechanisms for quality control and evaluation of the project.

Monitoring, reviewing and reporting

To ensure effective management procedures are in place, periodic monitoring of the project will be performed on a quarterly basis during project meetings. Templates provided either by WP leaders and/or the PC will also serve as mechanisms for reporting the project's progress. The completed templates will be provided to the PC at least three days prior to the project meeting.

During project meetings, WP leaders will complete the required reporting template, as indicated in Table 2, and report on the progress of the tasks within their WP. Specifically, each WP shall report on their planned start and end dates, actual start and end dates and other critical information in case of any deviations from the schedule, reasons for the delays of any, and propose mitigation actions to reduce further risks in the project. The PC will continue to collaborate with the QAMT and WP leaders to monitor the project's progress on a quarterly basis. Each WP leader will be responsible for reporting the progress of their WP, relevant tasks and activities and provide them to the PC within the indicated time frame. **Table 2** provides an updated schedule of project milestones and deliverables for the same period of updates. To identify any deviation from the planned objectives and timelines, the status and progress of each task and deliverable is also indicated as follows:

- **Alert:** Critical challenges in task realization that may inhibit the project's progress and can potentially lead to major deviations from the planned activities and/or have an impact on the entire project. It is imperative to raise these challenges to the PC and QAMT to decide on a possible solution or propose an alternative course of action.
- **Warning:** Some challenges may cause a delay in the realization of a particular task; however, there is no need to raise this challenge to the PC and QAMT.
- **In-progress:** The task is in progress and on schedule.
- **Not started/task completed:** The task has not started yet.
- **Task completed:** The task has been completed and all relevant official deliverables and documentation have been uploaded in the EACEA system.
- **Task re-opened:** In case an official review from the EANCEA calls for additional information or actions, a task maybe reopened.

Internal procedures and documents

The PC developed a "Project Handbook" (D6.2 PH), which includes the rules, methods and tools that are currently being deployed to successfully realize the project objectives and provide a detailed analysis of products, tasks and other relevant resources, including personnel and financial resources. The PH introduces the project tasks and offers a feasible and reliable time and financial schedule. It also describes the required measures to realize project objectives within the allocated budget. All procedures described in the PH adhere to Erasmus+ guidelines and requirements.

The PC, along with the QAMT, monitors very closely the project progress and strives to identify any emerging problems, challenges or contingencies, which are then reported to the Management Committee members. The PC also collaborates very closely with the EACEA, the QAMT and the MC to propose a corrective action to overcome any emerging risks or challenges.

Further, for internal monitoring, evaluation and reporting purposes, a working group for internal quality control and monitoring of project-related activities was established at each participating academic institution. The internal Quality Assurance and Monitoring Team is responsible for implementing the quality measures, described in indicated reporting system in the Quality Assurance Plan, which will serve as evaluation outcomes against benchmarks and indicators. It will also implement.

Among other activities, the internal Quality Assurance and Monitoring Team oversees the methodology for obtaining feedback from prospective employers, such as research institutions, high-tech companies and professional associations on the newly developed curricula. Prospective employers are involved throughout this process, including the preparation, development and evaluation stages. This process will contribute to setting the roadmap for international benchmarking and labor market preparation. All teacher and student training events and sessions will be subject to internal evaluation.

The quality of project activities will be evaluated using various measures and tools, including Quality Reports from consortium partners, Reports generated by external experts and Consolidated Quality Reports generated by the Project Coordinator.

External monitoring and control

For external quality control and monitoring, one expert from EU HEIs that is not part of the consortium was subcontracted to deploy and implement a set of external quality control activities. On behalf of EACEA, the National Erasmus+ Office (NEO) in Ukraine and Moldova plan to visit the partner universities. After the field monitoring, the EACEA will provide written feedback on the project with specific recommendations. The quality of the initial set of project deliverables and outcomes were measured by the Interim report, while a Final Quality Report will evaluate the remaining project deliverables and outcomes. If necessary, corrective action will continue to be undertaken to deliver high quality outcomes.

Review process

Review activities are imperative for the delivery of quality results and outcomes. Partners are invited to review and offer comments on deliverables within an indicated time frame. Considering the emerging challenges of the project, mandatory reviews are also imperative. For this purpose, WP Leaders will invite one or two consortium partners to evaluate and review each deliverable within their WP. The PC and the QAMT will also be informed about partner selection. Reviewers selection will be contingent upon a set of criteria and conditions:

- (a) *Reviewers' review activity should be balanced with the partners' involvement in that particular WP.* WP Leaders and task leaders cannot serve as reviewers of that particular task or WP.
- (b) *Reviewers' relevance to the specific deliverable.* Reviewers should have some previous experience and/or expertise in the deliverables within a particular WP.

(c) *Reviewers' involvement in and contribution to the overall project:* The allocated effort of reviewers and their contribution should be carefully balanced and reasonable.

The process for deliverable review is provided below:

- Before instigating the review process, a draft version of the deliverable is prepared and is accessible to consortium partners for review.
- Three weeks before its submission date, the WP Leader provides the reviewer with the indicated prepared documents on the deliverable for review. The QAMT and PC are also informed.
- One week before its submission deadline, the reviewers must complete the review and offer feedback and suggestions to the WP Leader and PC.
- In case further changes are required, all involved parties should reach a consensus before the final version is sent to the PC for final check and submission.

Therefore, deliverables evaluation process requires 3 weeks:

- 2 weeks by reviewer, member of the DIGITRANS project QAMT, then
- 1 week for adjustment and confirmation of the deliverable (responsible for the deliverable partner and PC).

The timescale for deliverable review is depicted in **Table 2: Internal Peer Reviews for Deliverables**.

Implementation schedule

As the central contact point and representative of the DIGITRANS consortium, the PC coordinates, oversees and submits in a timely manner all required official reports, financial statements, amendments and project reviews to the Executive Agency, as indicated in the Grant Agreement. All beneficiary organizations are required to provide the PC with all the required information and, if necessary, all supporting documentation needed for the preparation of official reports, financial statements and any other-related documents, as indicated in the Grant Agreement.

The PC reviews all reports to ensure that they adhere to the highest standards and to the Executive Agency's guidelines and requirements. These official reporting processes are also used to report to the Executive Agency the project's progress, tasks, deliverables and outcomes, as well as the financial aspects of the project and any deviation and/or corrective actions undertaken throughout the lifecycle of the project

The PC collaborates very closely with the Quality Assurance and Monitoring team and all WP Leaders to ensure that tasks and deliverables are realized in a timely and effective manner, are reviewed, monitored and accurately reported.

Internal reporting time table:

1. Internal partner's reports timetable:

- Dissemination & communication reports, each 6 months:
 - 30.05.24;
 - 30.11.24;
 - 30.05.25;
 - 30.11.25;
 - 30.05.26;
 - 30.11.26 (6 reports).
- Report on Purchasing, installation and lay off of equipment deadline, CPNU, KhNAHU, LNTU, TUM, USARB, USC. (**MS6.3**): 30.05.25.
- **D6.1.** Quality Assurance reports (UA and MD partners. Consolidated report - RTU): 30.11.24; 30.11.25. (2 reports)
- Financial reports, once per year: 30.11.24; 30.11.25; 30.11.26 (3 reports)
- **D6.3:** Technical reports (All partners. RTU – consolidate report): after 18 and 36 months (30.05.25; 30.11.26)
- **D4.8:** Curricula (new and modernized courses) testing report with feedback from students and teaching staff: (CPNU, KhNAHU, LNTU, TUM, USARB, USC partners 30.06.26. RTU – consolidate report 30.07.26). (**D4.8 Consolidated report on feedback from main target groups**).

2. Deliverables: according to the schedule in GA

3. Milestones: according to the schedule in GA

Assumptions and risks

To overcome challenges emerging from the warship in Ukraine, political instability, global constraints and restrictions imposed by the COVID-19 pandemic, the Project Coordinator collaborated closely with the **European Education and Culture Executive Agency (EACEA)** to effectively address any risks and contingencies that could have a negative impact on the project outcomes and deliverables. A careful risk and contingency' plan was developed to mitigate any problems that could further inhibit the project implementation and minimize possible deviations from the project results and timelines. The mitigation actions and contingency plan will continue to be updated and implemented until the completion of the project. Further, transparent and effective communication flow among consortium partners will continue to be maintained to facilitate a common understanding and consensus for all mitigation actions and risk management measures.

Risk management is an ongoing strategy that is implemented throughout the lifecycle of the project. The Project Coordination and Quality Assurance Management Team (QAMT) will work closely together to monitor the project's progress, identify any perceived risks, and propose mitigation actions. The progress, identified risks and corrective actions will be reported during **Management Committee (MC)** meetings and all relevant documentation will be provided. Major deviations will be identified on time and contingency actions will be undertaken, resources will be redistributed, and project deliverables and outcomes will be evaluated against the indicated benchmarks and indicators.

Risk identification and assessment (severity and possibility) will be implemented throughout the duration of the project. The aim is to identify any possible risks in a timely manner to mitigate their impact. For prompt and effective **risk identification**, particular attention will be placed on

- Status and quality of deliverables
- Work Package and task schedules
- Benchmarks and indicators analysis
- Communication flow with Project Coordinator, Management Team and WP Leaders

Figure 1 below also provides the project's risk management procedure. All contingencies and emerging risks will be assessed very closely and, if necessary, a **risk analysis** will be developed and the appropriate mitigation actions will be undertaken. The DIGITRANS consortium has already updated the identified set of strategic, organizational and technical risks, which were also discussed with consortium members.

A feasible contingency plan is formulated for each risk. A synopsis of these risks is provided in **Table 1** below, where the severity and the possibility of risks have been assessed and classified under three categories: low (L), medium (M), and high (H). High risks which could have a potential impact on the project performance, schedule, costs and deliverables will be assessed to determine the most appropriate course of action. Medium risks could potentially slightly impact the project performance, schedule, costs and deliverables. Low risks, on the other hand, could potentially have little impact on the project performance, schedule, costs and deliverables. The Project Coordinator will continue to collaborate with consortium partners to determine the potential impact to the project and propose further mitigation strategies and a contingency plan.

Risk monitoring The Project Coordinator and consortium partners will monitor very closely identified risks, as well as their possible impact to the project. Any changes to risk status will be evaluated to take the most appropriate level of action. Risk identification, monitoring and reporting will continue to be conducted throughout the duration of the project.

Risk mitigation measures will be implemented to minimize the prospect of risk realization. In case a risk materializes, a contingency plan will be established to reduce the impact of that risk. For high-level risks, swift measures and an alternative course of action will be undertaken. Whenever a mitigation action does not solve the risk, alternative mitigation measures and a contingency plan will be introduced. The Project Coordinator will oversee the outcome of the risk mitigation measures and contingency plan, propose actions to deal with adverse situations or identify possible actions to solve the risks before they arise. Consortium partners will be responsible for implementing the risk mitigation strategies related to their Work Package.



Table 1: Updated risk management and contingency plan

WP	Risk description	Mitigation strategies already undertaken	Contingency plan already realized	Updated risks	Future mitigation strategy	Future contingency plan
WP1-6	Extended protective measures against the COVID-19 pandemic impeding the realization of project objectives and deliverables (M-M)	Consortium partners discussed viable alternative solutions to ensure that all project objectives and deliverables were realized on time	In case project objectives and deliverables could not be realized on time, consortium partners pursued alternative solutions to achieve these goals, i.e., by rescheduling events and training workshops	Extended protective measures against the COVID-19 and other dangerous pandemic diseases impeding the realization of project objectives and deliverables (M-M)	Consortium members have seriously contemplated the consequences of the restrictions imposed by the COVID-19 pandemic and their impact on the project objectives and deliverables and identified possible alternative solutions	In case any project objectives and deliverables cannot be achieved in a timely manner, consortium members will discuss and adopt alternative solutions to deliver high-quality results
WP1-2	Limited or insufficient involvement of all related stakeholders, i.e., ministries, professional association and industry representatives (M-L)	Consortium partners exchanged information, knowledge and expertise to ensure all interested stakeholders were involved in the project	In cases where the number of involved stakeholders was lower than anticipated, some HEIs invested more time and effort to promote the project, its goals and objectives	Limited or insufficient involvement of all related stakeholders, i.e., ministries, professional association and industry representatives (M-L)	Consortium partners will continue to share critical information on partner involvement to avoid this adverse event	In cases where the number of involved stakeholders is lower than anticipated, some HEIs will continue to invest more time and effort to promote the project and engage additional stakeholders in the project
WP 2-4	Limited or insufficient involvement of the	Many of the training and collaborative	Furthermore, the development and lead	Limited or insufficient involvement of the	Arrangement of the necessary number	Arrangement of the necessary number



	partners in the creation of novel virtual distance learning environments, contributions to e-library or insufficient elaboration on teaching/didactic materials. (L-M)	working events among consortium partners were held both virtually or in hybrid format in order to mitigate the challenges imposed by the Covid 19 pandemic and the war in Ukraine.	of the SMSE of virtual lab practices and SREE of remote labs was undertaken by another HEI in Ukraine.	partners in the creation of novel virtual distance learning environments, contributions to e-library or insufficient elaboration on teaching/didactic materials. (L-M)	training and collaborative working events among consortium partners were held both virtually or in hybrid format. Additional online trainings in a frame W2, WP3 and WP4 will be conducted.	training and collaborative working events among consortium partners were held both virtually or in hybrid format. Additional online trainings in a frame W2-WP5 will be conducted.
WP2-4	Limited or insufficient involvement of students and academic/teaching staff (M-L)	To maximize participation, consortium partners have been promoting the training courses from the onset of the project. They have also been promoting the Double Master Degree programs between EU and PC universities. Enhanced online information campaigns were conducted despite the Covid-19 pandemic and the current war in Ukraine.	HEI consortium members invested more time and energy in promoting the value of the training courses, as well as the Double Master Degree between EU and PC universities. Some of the training schools for both academics and students were held either fully virtual or in hybrid format and full materials of the training program was also shared off-line for Ukrainian students to have them available at their pace, due to the war that restricted	Limited or insufficient involvement of students and academic/teaching staff (M-L)	Consortium partners will continue to promote the training courses and their added value, as well as the Double Master Degree between EU and PC universities.	In case of future limited or insufficient involvement of students and academic/teaching staff, consortium partners will promote further the training courses and Double Master Degree between EU and PC universities to reach the indicated goal



			event the online events.			
WP1 WP2- WP4	Lack of uniformity /compatibility of teaching/learning approaches (i.e., curricula, study programs, didactic materials) and tools (equipment, soft, manuals) in participating academic institutions (M-L)	Consortium partners have joined forces to collaboratively develop compatible/unified teaching/learning methods, didactic materials. Some hardware and software have already been purchased and will be implemented for training in the indicated field	If case where slight discrepancies were anticipated in teaching/learning approaches and tools, consortium partners collaborated further to reach the required goals. Further, hardware and software will be purchased in the future for training in the indicated field	Lack of uniformity /compatibility of teaching/learning approaches (i.e., curricula, study programs, didactic materials) and tools (equipment, soft, manuals) in participating academic institutions (M-L)	Collaboration among consortium partners will continue to address compatibility issues in the curricula, didactic materials.	Should any discrepancies be experienced in the future with compatibility issues in the curricula, clear communication and collaboration among consortium partners will help resolve this challenge.
WP1 WP7	Lack of or limited cooperation and communication among consortium partners (M-M)	A simplified and transparent management procedure has been implemented. The PC collaborated with WP leaders and consortium partners to monitor the project's progress, i.e., during project meetings	Prompt corrective actions were undertaken to ensure open communication channels and enhanced flow of information among consortium partners, i.e., by holding virtual meetings	Lack of or limited cooperation and communication among consortium partners (M-M)	A simplified and transparent management procedure will continue to be implemented. The PC will continue to collaborate with WP leaders and consortium partners to monitor the project's progress,	Prompt corrective actions will be undertaken to ensure open communication channels and enhanced flow of information among consortium partners
WP2 WP6	Quality and pedagogical value of newly developed didactic materials may not be as	Internal and external mechanisms were set in place to evaluate the newly developed materials	Whenever necessary, the Quality Assurance and Monitoring Team (QAMT) proposed corrective action	Quality and pedagogical value of newly developed didactic materials may not be as high as expected	Internal and external mechanisms will continue to be implemented to	The Quality Assurance and Monitoring Team (QAMT) will continue to propose corrective action



	high as expected (M–L)			(M–L)	evaluate the newly developed materials	
WP3-4	Technically inept e-learning system and Simulation Environment, SREE and DLE in general (M–L)	The CPNU research team that was responsible for the development of the e-learning and simulation environments monitored closely the virtual environments to propose alternative platforms	Alternative platforms were identified	Technical problems in the development e-learning system and Simulation Environment, SREE and DLE in general (M–L)	Plans for hardware and software purchasing is monitored at the DIGITRANS meetings. CPNU team will attract additional resources for timely development of SMSE, SREE and DLE. Careful planning and communication with the management of the partners and stakeholders will help minimize any emerging bureaucratic procedures	In case of delays with equipment purchasing and training emerging due to bureaucratic procedures, an effort will be made to reschedule the purchasing of equipment and ensure that the equipment and training are delivered within the indicated duration of the project In case the platform is not delivered on time, an alternative platform will be deployed for the needs of the project
WP4 WP5	Study program validation, testing and international benchmarking, i.e., accreditation from Ministries of Education, Universities and industry representatives (M–L)	Some groundwork was initially undertaken to promote the development of industry-oriented curricula, based on the Bologna conventions	Industry and potential employers have already provided invaluable input and consented to support further the project and realization of its goals and objectives	Study program validation, testing and international benchmarking, i.e., accreditation from Ministries of Education, Universities and industry representatives (M–L)	Further steps and flow of knowledge across sectors will guide in promoting the development of industry responsive curricula, driven by the Bologna conventions	Further feedback and input will be solicited from industry and potential employers to support further the project and realization of its goals and objectives
WP2- WP6				Insufficient funding of the project. The project	Beneficiaries will obtain timely each	Beneficiaries will obtain timely each year



				received only one advance payment of 70% of the grant. Considering that the consortium has to co-finance 10%, there is a risk that beneficiaries will not find internal resources for pre-financing during the third project year (M-M)	year planned co-financing funds. Beneficiaries will request timely pre-financing funds from the management of their institutions. UA and MD beneficiaries first of all will purchase planned equipment and software.	planned co-financing funds. Beneficiaries will request timely pre-financing funds from the management of their institutions. UA and MD beneficiaries first of all will purchase planned equipment and software.
WP2-WP6				The war in Ukraine seriously threatens the implementation of the project. The shootings of Ukrainian cities might cause the loss of new laboratories and elimination of the Digital Learning Environment. Due to threat of personal lives, travels to Ukraine are not possible. Ukrainian teaching staff and students suffer from military restriction to leave Ukrainian territory for participation in training and workshops (H-H)	Adjustments in the meetings, workshops, training, dissemination and communication plans. Shifting planned events from Ukrainian territory to Moldova, Romania, Latvia and Greece. Very timely planning of events helps to get permissions to Ukrainian participants to travel for the meetings and training abroad. Additional online management meetings, workshops and training will help implement project	Further contingency strategy will depend on the political and military situation in Ukraine. The consortium will follow carefully information receiving from Ukraine and will provide additional necessary measures for sustainability of the outcomes.



					activities and achieve the targets.	
--	--	--	--	--	-------------------------------------	--

Table 2: Internal Peer Reviews for Deliverables

WP No.	Title	Lead	Due date of deliverable: month/date	Internal Reviewers
D1.1	Ex-ante report from MD-UA universities and a consolidated report	NKUA	2/ 30.01.24	RTU, N. Kuņicina
D1.2	A plan for the implementation of Double Diploma programs	RTU	3/ 28.02.24	RTU, A.Žiravecka
D1.3	Studies and Report on curricula, needed to the labor market of UA and MD.	RTU	4/ 30.03.24	RTU, N.Kuņicina
D2.1	Innovative curriculum: new and modernized study programs corresponding to competence framework	NKUA/ KhNAHU	12/ 30.11.24	USC, Liudmila Rosca-Sadurschi
D2.2	Learning and teaching materials including digital tools and methods Text 4 e-books for teachers and students.	KhNAHU/ RTU	22/ 30.09.25	USC, Liudmila Rosca-Sadurschi
D2.3	Accreditation of study programs and courses by universities and institutions of the Ministries of Education of UA and MD.	KhNAHU/ USARB	24/ 30.11.25	TUM, Irina Tututnaru
D2.4	Agreements between EU and UA and MD universities on DDPs implementation	KhNAHU	28/ 30.03.26	TUM, Irina Tututnaru
D3.1	SREE Scope & Features	CPNU	3/ 28.02.24	RTU, N. Kuņicina
D3.2	SREE platform	CPNU	12/ 30.11.24	UDJG Robert Madalin Chivu
D3.3	Two remote controlled laboratories (on physical equipment)	CPNU	20/ 30.09.25	SNT, Sergey Bobrov
D3.4	SREE integration	CPNU	24/ 30.11.25	SNT, Sergey Bobrov



D3.5	SREE documentation pack for teachers, students and technical personal	CPNU	27/ 28.02.26	UDJG, Robert Madalin Chivu
D4.1	Students trained at new programs, courses.	UDJG	30/ 30.05.26	LNTU, Oleh Zakharchuk
D4.2	Study mobilities and training for students at EU partner universities	UDJG	28/ 30.03.26	LNTU, Oleh Zakharchuk
D4.3	Pitch competition for students	RTU	28/ 30.03.26	LNTU, Oleh Zakharchuk
D4.4	Student internships and master /bachelor degree diploma preparation	UDJG	30/ 30.05.26	CPNU, Sergii Ivanets
D4.5	Teaching and technical staff trained at new programs, courses and innovative aspects of DLE platform	RTU	34/ 30.09.26	NKUA, Maria Koukou
D4.6	Virtual shared labs	CPNU	30/ 30.05.26	SNT, Sergey Bobrov
D4.7	On-line workshop with target groups	UDJG	34/ 30.09.26	TUM, Irina Tututnaru
D4.8	The report on feedback from main target groups is elaborated	RTU	32/ 30.07.26	USARB, Natalia Gasitoi
D4.9	A real convenient opportunity for displaced /refugees' students and academic staff to be involved in education process	UDJG	34/ 30.09.26	KhNAHU, Shchasiana Arhun
D5.1	Information/promotional materials	UTM / RTU	36/ 30.11.26	DR, Ioana Vintiloiu
D5.2	Communication via social media.	RTU / UTM	36/ 30.11.26	DR, Ioana Vintiloiu
D5.3	Information sessions for target groups and the final conference.	LNTU	35/ 30.10.26	DR, Ioana Vintiloiu
D5.4	The academia-industry network is established. Double-sided agreements for cooperation between project partners.	LNTU	34/ 30.09.26	KhNAHU, Shchasiana Arhun
D5.5	Agreements between partners on maintenance and operation of SREE beyond the project.	CPNU – KhNAHU,	30/ 30.05.26	KhNAHU, Shchasiana Arhun



		LNTU, UTM, USARB, USC		
D5.6	Sustainability plan of DIGITRANS beyond the project.	UTM	32/ 30.07.26	NKUA M. Koukou
D5.7	Report on a concept on interoperability with a planned digital platform, which should be developed for Ukrainian universities.	CPNU	34/ 30.07.26	RTU, A. Zabašta
D5.8	Dissemination plan	UTM	16/ 30.03.25	RTU, N. Kuņicina
D6.1	Quality Assurance Plan (a mindset of the Quality Assurance system).	RTU	18/ 30.05.25	NKUA, M. Koukou
D6.2	Project handbook	RTU	6/ 30.05.24	RTU, N. Kuņicina
D6.3	Progress reports	RTU	18/ 30.05.25 36/ 30.11.26	N/a

APPENDICES

Appendix 1: Quality Monitoring Progress Report Template:

https://docs.google.com/document/d/1XUvJudOutxS2nhsYOdbXGhkkJVMDuXBe/edit?usp=drive_link&ouid=106715388382748258364&rtpof=true&sd=true

Appendix 2: DIGITRANS Deliverable Template:

https://docs.google.com/document/d/1zStqLWRa5Sikf2r8IzVeOFm0JGF6IUNi/edit?usp=drive_link&ouid=106715388382748258364&rtpof=true&sd=true

Appendix 3: Event Evaluation Form Template:

https://docs.google.com/document/d/1XUvJudOutxS2nhsYOdbXGhkkJVMDuXBe/edit?usp=drive_link&ouid=106715388382748258364&rtpof=true&sd=true

References and Related Documents

ID	Reference or Related Document	Source or Link/Location
1	Grant Agreement	https://drive.google.com/file/d/1ck5os5HrtI_CFCqS4Kdl_iCcgT_QHiyW/view?usp=drive_link
2	Project Proposal	https://drive.google.com/file/d/1X_9HzYBtMSc2rI8SaaZUqvAa5ziXXXQs/view?usp=drive_link
3	Project folder	https://drive.google.com/drive/folders/1rA75DdyLDCAv2jqFn4ndI83VpZwPKrsH?usp=drive_link
4	W6 folder	https://drive.google.com/drive/folders/1LxcgEHiqcl6CLVX-0Jg5AtNpnq55P3eZ?usp=drive_link
5	Project Handbook	https://docs.google.com/document/d/1oi0oGBpqTVk5KrnVmTli3fc3FxfkatfZ0/edit?usp=drive_link&ouid=106715388382748258364&rtpof=true&sd=true