



External Quality and Evaluation Committee - Guidelines for the Evaluation of outcomes

WP3: Quality

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Version	Date	Author	Description	Action	Pages
1.0	25/10/2018	Lina Tsakalou (CRETHIDEV)	Creation of the document	C	4

(*) Action: C = Creation, I = Insert, U = Update, R = Replace, D = Delete

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1 Responsibilities of EQEC members

The responsibilities of each EQEC member will be to review the outcomes of the work packages and provide feedback about the progress of the project and about meeting stakeholders' needs. The review of the deliverables and the collection of feedback will be done via 6-month reports.

The outcomes of the work packages are available at the website: <http://innolea.just.edu.jo/Pages/Downloads.aspx>. The approved detailed description of the project is available from the project partners and the Quality Manager.

2 Guide to the evaluation of the project outcomes and the receipt of feedback by the External Quality Members

Each EQEC member must draw a report (every 6 months) with the following topics. Any further comments and feedback about the project and its outcomes are welcome.

2.1 Key Deliverables

Please review the outcomes of the Work Packages against the detailed proposal description and answer the following questions for each deliverable.

- (1) Are the contents of the Deliverable adequately clear and understandable?
- (2) Are all aspects thoroughly and in depth analyzed?
- (3) Does the Deliverable need the addition of elements to reach completeness?
- (4) Are there any parts/elements in the Deliverable that should be removed?
- (5) Thoughts, comments about the deliverable.

2.2 Stakeholders' views

Please review the project outcomes and progress against the stakeholders needs. Do you think the project adequately addresses those needs? What do you think should be done more?

2.3 Report

The report must be titled "Report of Evaluation of outcomes of Project INNOLEA (585822-EPP-1-2017-1-EL-EPPKA2-CBHE-JP)".

The report must contain at least the topics referred to in par. 2.1 & 2.2. Include your full name and the date of evaluation.

Address the report and/or any questions to your national contact and to the Quality Manager of the project Lina Tsakalou (ltsakalou@gmail.com).

