| CS Macro-activity | MA1 | Output MA1.O1 |
|--|-----|---------------|
| Facts and Figure | | |
| Institution Name: | | |
| Location: | | |
| Created in: | | |
| Group (if any): | | |
| Type of Institution: | | |
| Title of the programme: | | |
| Name and contact of the programme leader: | | |
| Domain / Discipline: | | |
| EU codes of the programme: | | |
| Program level and duration (number of ECTS-points): | | |
| Number of students in the program: | | |
| Number of permanent researcher-lecturers / overall internal full-time staff: | | |



| Distinctive national conditions or circumstances important for the specific domain/field: | |
|---|----------|
| Local specificities of the programme: | |
| Quality enhancement implementations in place - which, when and to what extent? | |
| Number of cross sparring already conducted for the programme | |
| Date of last programme or institutional reform: | |
| Date of planned reform or renovation (if any): | |
| Others: | |
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| | <u> </u> |



Each participant in a cross-sparring will sign the following chart.

Confidentiality Agreement

By default, every information collected during the QAEMP cross-sparring process shall remain confidential between the two institutions cross sparring teams, all along the activities of the process and after the visits

- **the sparring partners** may add any relaxing rules or additional clauses to this agreement. They must verify potential conflict of interests.
- at the end of the cross-sparring, only a subset of information, validated as non confidential by the two institutions, is to be uploaded to the QAEMP marketplace (http://projects.au.dk/cross-sparring/).
- **the sponsor** is covered by the same confidentiality issues defined by the sparring partners.
- if some **external observers** are participating, a specific confidentiality agreement may be validated by the stakeholders, if needed.

Deontological Engagement

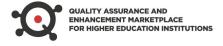
Every participant in a QAEMP cross-sparring partnership is aware and eager to apply the overall process principles:

- to get to know each other
- to learn and inspire each other
- to be 'critical friends'
- to open evaluate rather than audit
- to focus on program development
- to support program development

Semester Cross-Sparring Engagement

Every cross sparring local coordinator engages:

- to form a group of necessary people to join the QAEMP cross sparring effort in his institution
- to inform regularly the QAEMP sponsor on the process advancement and difficulties
- to anticipate and mobilize resources so as to ensure an operational cross sparring
- to conform to the academic semester requirements of a cross-sparring including four activities
- to fill the QAEMP Macro Activity Outputs (templates) all along the process



| CS Macro-activity MA1 | Output MA1.O2 |
|---|---------------|
| Name of Institution: | |
| Programme: | |
| Local coordinator (with Email): | |
| Programme Leader(s): | |
| Institutional team members: | |
| | |
| QAEMP Sponsor and mail: | |
| External Observer(s) if any: | |
| Additional confidentiality clauses: | |
| Institutional participant signatures and date | • |
| We hereby engage to follow the QAEMP cha | rt |
| | |



| CS Macro-activity MA1 | Output MA1.O3 |
|---|----------------------------|
| Name of Institution A: | |
| Programme: | |
| Local coordinator (with Email): | |
| QAEMP Priority Criteria (3 to 5): | |
| Topics of interest: | |
| Name of Institution B: | |
| Programme: | |
| Local coordinator (with Email): | |
| QAEMP Priority Criteria (3 to 5): | |
| Topics of interest: | |
| Initialisation Date (first contact): | |
| Date visit A to B: | Date visit B to A: |
| Expected Duration: | Expected Duration: |
| Self Evaluation sent Charts signed | Criteria freezed in the MP |
| Alternative(s) in case of delays or non availab | ility: |
| | |
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Cross-sparring Visit Plan v1.0 (Institution B visits Institution A) 1/4

| CS Macro-activity MA2 | Output MA2.O1 |
|---|-----------------|
| Name of Institution to be visited (A): • Local coordinator at A (with Email): • Priority Criteria of A: | |
| Name of visiting Institution (B): • Visitors from B: • Priority Criteria of B: | |
| Context of the cross-sparring: | |
| Specific confidentiality agreements: | Charts signed • |
| | |



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Cross-sparring Visit Plan v1.0 (Institution B visits Institution A) 2/4

| Input data | Self Evaluation sent - |
|-------------------------------------|------------------------|
| Synthesis of the A self-evaluation: | |
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| List of other input documents: | |
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Cross-sparring Visit Plan v1.0 (Institution B visits Institution A) 3/4

| Participants to the visit (B to visit A) |
|---|
| Visiting team from B (names and optionally roles of participants) • • • • • • • • • • • |
| Visited institution A (names and optionally roles of participants) • • • • • • • • • • • • • • • • • • |
| Potential sponsor: • |
| Potential observers: • • • • • • |
| Agenda for the visit |
| Day 1 (including stakeholders): • • • • • • • • • • • • • • • • • • |



Cross-sparring Visit Plan v1.0 (Institution B visits Institution A) 4/4

| Day 2 (including stakeholders): | |
|--------------------------------------|-----------------|
| • (including stakeholders). | |
| • | |
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| • | |
| Risks and alternative(s): | |
| | |
| Validation of the sparring partners: | |
| Institution A \Box | Institution B = |
| Sponsor (optional) - | |



| CS Macro-activity MA3 | Output MA3.O1 |
|--|---------------|
| Name of visitor Institution A: Visitor leader (with Email): | |
| Name of visited Institution B: Programme: Local coordinator of the visit (with Email): | |
| Visit dates: | |
| Effective Agenda of the visit at B (schedule | eused): |
| Presentation of the visited institution B an | d programme: |
| Facts and figures: | |



| Available input documents during the visit | at B: | |
|---|------------------------|-----------------|
| | A validation \square | D. volidation [|
| Visit Memo A!B Memo A!B (A is counselling B on PC_B) | A validation □ | B validation □ |
| Focus criteria for improvement in B: | | |
| | | |
| Synthesis of the visit in B: | | |
| | | |
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| Findings: |
|---------------------------------------|
| |
| Impressive experiences and strengths: |
| |
| Challenges: |
| |
| Open questions: |
| |
| |



| Potential improvement actions for B: | | |
|--|----------------|----------------|
| | | |
| Future step proposals for B: | | |
| | | |
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| | _ | |
| Visit Memo A?B | A validation □ | B validation □ |
| Visit Memo A?B Memo A?B (A to learn from B on his PC_A) | A validation □ | B validation □ |
| | A validation □ | B validation □ |
| Memo A?B (A to learn from B on his PC_A) | A validation □ | B validation □ |
| Memo A?B (A to learn from B on his PC_A) | A validation □ | B validation □ |
| Memo A?B (A to learn from B on his PC_A) | | B validation □ |
| Memo A?B (A to learn from B on his PC_A) Focus criteria for improvement in A: | | B validation □ |
| Memo A?B (A to learn from B on his PC_A) Focus criteria for improvement in A: | | B validation □ |
| Memo A?B (A to learn from B on his PC_A) Focus criteria for improvement in A: | | B validation □ |
| Memo A?B (A to learn from B on his PC_A) Focus criteria for improvement in A: | | B validation □ |



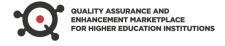
| Findings: |
|---------------------------------------|
| |
| Impressive experiences and strengths: |
| |
| Challenges: |
| |
| |
| Open questions: |
| |
| |

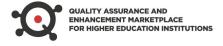


| Transferable success factors: | |
|--------------------------------------|--|
| | |
| Potential improvement actions for A: | |
| | |
| | |

Indicators v1.0 1/4

| CS Macro-activity MA3 | Output MA3.O2 (Common to institutions A and B) | | | | | |
|--|--|--|--|--|--|--|
| Name of Institution A: Local coordinator (with Email): | | | | | | |
| Name of Institution B: Local coordinator (with Email): | | | | | | |
| Sponsor Validation (for MarketPlace update | Sponsor Validation (for MarketPlace updates): | | | | | |
| Criteria number: Level: List of significant indicators: • • • | | | | | | |
| • | | | | | | |

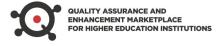




| Criteria number: |
|---------------------------------|
| Level: |
| List of significant indicators: |
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| Criteria number: |
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| List of significant indicators: |
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| Criteria number: Level: |
|---------------------------------|
| List of significant indicators: |
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| Criteria number: |
| Level: |
| List of significant indicators: |
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| CS Macro-activity MA4 | Output MA4.01 |
|--|-------------------------------------|
| Name of Institution A: Local coordinator (with Email): | |
| Name of Institution B: Local coordinator (with Email): | |
| Date: | |
| Sponsor: | |
| Proposals of modifications or extensions to the | e Rubric Best Practices (Evidence): |
| Proposals of modifications or extensions to the | e Self Evaluation Model: |





| CS Macro-activity MA4 | Output MA4.02 | | | | |
|--|---------------|--|--|--|--|
| Name of Institution: | | | | | |
| Programme: | | | | | |
| Local coordinator: | | | | | |
| Internal team members: | | | | | |
| | | | | | |
| QAEMP criteria under focus for the development plan: | | | | | |
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| New Self Evaluation required New Cross-sparring required | | | | | |
| Priority Criteria unfreezed in the MP | / | | | | |



| Objectives (including actions) | Related Criteria and initial maturity level | Targeted maturity level | Priority and term (s,m,l) | Resources | Responsi |
|-----------------------------------|---|----------------------------|---------------------------|-----------|----------|
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