

CS Macro-activity MA1	Output MA1.01
<b>Facts and Figure</b>	
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:	



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 MA1.02
<p>Name of Institution:</p> <p>Programme:</p> <p>Local coordinator (with Email):</p>	
<p>Programme Leader(s):</p>	
<p>Institutional team members:</p>	
<p>QAEMP Sponsor and mail:</p>	
<p>External Observer(s) if any:</p>	
<p>Additional confidentiality clauses:</p>	
<p>Institutional participant signatures and date:</p> <p><i>We hereby engage to follow the QAEMP chart</i></p>	



CS Macro-activity MA1	Output MA1.03
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: Expected Duration:	Date visit B to A: Expected Duration:
Self Evaluation sent <input type="checkbox"/> Charts signed <input type="checkbox"/> Criteria freezed in the MF <input type="checkbox"/>	
Alternative(s) in case of delays or non availability:	



Cross-sparring Visit Plan v1.0 (Institution B visits Institution A)  
1/4

CS Macro-activity MA2	Output MA2.O1
<p>Name of Institution to be visited (A):</p> <ul style="list-style-type: none"><li>Local coordinator at A (with Email):</li><li>Priority Criteria of A:</li></ul> <p>Name of visiting Institution (B):</p> <ul style="list-style-type: none"><li>Visitors from B:</li><li>Priority Criteria of B:</li></ul>	
<p>Context of the cross-sparring:</p>	
<p>Specific confidentiality agreements: <span style="float: right;">Charts signed <input type="checkbox"/></span></p>	



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

Input data

Self Evaluation sent

Synthesis of the A self-evaluation:

List of other input documents:

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):

- 
- 
- 
- 
- 
- 
- 
- 
- 
- 

Risks and alternative(s):

Validation of the sparring partners:

Institution A

Institution B

Sponsor (optional)



<b>CS Macro-activity MA3</b>	<b>Output MA3.O1</b>
<p><b>Name of visitor Institution A:</b>  <b>Visitor leader (with Email):</b></p>	
<p><b>Name of visited Institution B:</b>  <b>Programme:</b>  <b>Local coordinator of the visit (with Email):</b></p>	
<p><b>Visit dates:</b></p>	
<p><b>Effective Agenda of the visit at B (schedule used):</b></p>	
<p><b>Presentation of the visited institution B and programme:</b>   <b>Facts and figures:</b></p>	

Available input documents during the visit at B:	
<b>Visit Memo A!B</b> Memo A!B (A is counselling B on PC_B)	A validation <input type="checkbox"/> B validation <input type="checkbox"/>
Focus criteria for improvement in B:	
Synthesis of the visit in B:	

Findings:

Impressive experiences and strengths:

Challenges:

Open questions:

Potential improvement actions for B:

Future step proposals for B:

**Visit Memo A?B**

Memo A?B (A to learn from B on his PC\_A)

A validation

B validation

Focus criteria for improvement in A:

Synthesis of elements of the visit at B transferable to A:



Findings:

Impressive experiences and strengths:

Challenges:

Open questions:

Transferable success factors:

Potential improvement actions for A:

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 updates):	
Criteria number: Level: List of significant indicators: <ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li><li>•</li></ul>	





Criteria number:

Level:

List of significant indicators:

- 
- 
- 
- 
- 
- 

Criteria number:

Level:

List of significant indicators:

- 
- 
- 
- 
- 
- 



Criteria number:

Level:

List of significant indicators:

- 
- 
- 
- 
- 
- 

Criteria number:

Level:

List of significant indicators:

- 
- 
- 
- 
- 
- 



Criteria number:

Level:

List of significant indicators:

- 
- 
- 
- 
- 
- 

Criteria number:

Level:

List of significant indicators:

- 
- 
- 
- 
- 
- 



<b>CS Macro-activity MA4</b>	<b>Output MA4.01</b>
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 Rubric Best Practices (Evidence):          	
Proposals of modifications or extensions to the Self Evaluation Model:	



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



# Institutional Development Plan v1.0

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




