



Green Transition for Economics and
Administrative Science (EAS) Students: Green
Jobs, Green Skills, and Green Careers
2024-1-TR01-KA220-HED-000245317



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Project Quality Handbook

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BURSA ULUDAĞ
UNIVERSITY



IESEG
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PROJECT DETAILS AND DELIVERABLE INFORMATION

Project Details

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Quality check review

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LIST OF ACRONYMS

Acronym	Definition
D	Deliverable
AC	Activity Content

TNA	Turkish National Agency
PMH	Project Management Handbook
GA	Grant Agreement
KA220-HED	Cooperation partnerships in higher education
KoM	Kick-off Meeting
M	Month
PC	Project Coordinator
QMT	Quality Management Team
QA	Quality Assurance
QC	Quality Checker
WP	Work Package
WPL	Work Package Leader

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The GREAT Consortium is shown in Table 1:

Table 1: The Consortium

Participant Legal Name	Acronym	Country
1 BURSA ULUDAG UNIVERSITESI	BUU	Turkiye
2 INSTITUT ECONOMIE SCIENTIFIQUE GESTION	IESEG	France
3 KLAIPEDOS UNIVERSITETAS	KU	Lithuania
4 UNIVERSIDAD DE GRANADA	URG	Spain

STATEMENT FOR OPEN DOCUMENTS & COPYRIGHTS

The **GREAT** Project, titled "Green Transition for Economics and Administrative Science (EAS) Students: Green Jobs, Green Skills, and Green Careers," aims to empower EAS students with the

knowledge and skills required to thrive in green careers and contribute to the global green transition. The project focuses on adapting EAS curricula to integrate green transition concepts, raising awareness of green job opportunities, and fostering the development of green competencies. By doing so, the GREAT Project seeks to prepare students to practice their professions sustainably, actively participate in building a greener future, and support an inclusive and accelerated transition to sustainability.

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EXECUTIVE SUMMARY

The Project Quality Handbook is a key component of the **GREAT** Project, providing detailed guidelines and procedures for managing and assuring quality throughout the project lifecycle. It defines clear rules for documenting activities, outcomes, and changes, ensuring consistency and transparency in communication while adhering to relevant quality standards. This structured approach helps the consortium monitor progress, identify risks early, and implement timely contingency plans. Additionally, it supports transparent communication with stakeholders, including the Turkish National Agency, ensuring accountability.

The handbook outlines the roles and responsibilities of project partners, the communication strategy within and outside the consortium, and the procedures for preparing project documents and periodic reports. It also introduces the risk management methodology to be used throughout the project. Notably,

this document does not overrule the **GREAT** Project Grant Agreement or the Consortium Agreement and should be used with these documents.

This deliverable is not static; it will evolve during the project's lifespan to accommodate updates and new requirements as needed. By actively involving all participants in the quality assurance process, the handbook ensures that the project stays aligned with its objectives and maximizes its impact on sustainability education and the development of a green-skilled workforce to support the green transition.

INTRODUCTION

Implementing quality assurance procedures is central to the success of the Erasmus project “Green Transition for Economics and Administrative Science (EAS) Students: Green Jobs, Green Skills, and Green Careers” (grant agreement No. 2024-1-TR01-KA220-HED-000245317). Quality assurance ensures that all project outcomes meet the expected standards and objectives, particularly in green skills, career guidance, and curriculum development.

The quality assurance procedures will be executed across the project, aligned with the work packages (WPs) and deliverables outlined in the activity content (AC). Specifically, this process will be integrated into the WP1: Project Management activities and continuously monitored throughout the project's lifespan. This deliverable outlines the Quality Plan for the Erasmus project, detailing the following key aspects:

- A schedule for executing the quality assurance process, ensuring consistent checks and evaluations.
- Identification of internal and external peer reviewers, including stakeholders who will ensure that the project meets quality standards for the green transition framework.
- A reporting mechanism for the quality checks, ensuring that results are documented and improvements are made where necessary.

The Project Quality Handbook will be updated regularly throughout the project’s lifecycle to reflect ongoing activities and outcomes, ensuring that quality standards are consistently met and any improvements are incorporated in real time.

1. GREAT QUALITY ASSURANCE FRAMEWORK

Implementing quality assurance procedures for the **GREAT Project** will rely on the active support of all partners involved in the project. The roles identified in the project management structure (as outlined

in the Project Management handbook (PMH)) will actively contribute to the project's quality assurance process. Each project participant is directly responsible for:

- Ensuring the quality of the work performed for the tasks under their responsibility.
- Identifying and implementing preventive and corrective actions when necessary.
- Identifying areas for improvement to meet the project's initial expected outcomes and ensure continuous progress toward achieving the project goals.

The following sections describe the specific roles and responsibilities related to the quality assurance process in the **GREAT Project**:

1.1. Roles and Responsibilities for Quality Assurance

1.1.1. Quality Management Team (QMT)

The Quality Management Team (QMT) is composed of the Project Coordinator (PC), the Quality Management (QM) team, and a representative from each project partner. The QMT is responsible for overseeing and ensuring the implementation of quality assurance procedures throughout the project. Specifically, the responsibilities of the QMT concerning quality assurance are as follows:

- Prepare and maintain the Project Quality Handbook, ensuring all project procedures meet the highest standards.
- Overseeing the application of the quality assurance process across all deliverables, ensuring consistency and adherence to quality standards.
- Conducting a final quality check on the format of each deliverable, ensuring that the correct information is included, templates and layouts are consistent, and deliverables meet the specified guidelines.
- Monitor the project's risks, update the risks table, and proactively address potential issues.
- Upload the final, quality-checked versions of deliverables (in PDF format) to the relevant portal, such as the European portal or any other designated platform.

By adhering to these responsibilities, the Quality Management Team ensures that all project deliverables meet quality standards and that the project remains on track to achieve its objectives effectively and efficiently.

1.1.2. Activity Leaders (AL)

Each Work Package (WP) Activity Leader (AL) in the GREAT Project is responsible for ensuring the implementation of quality assurance (QA) within their respective work package. WP Leaders may delegate specific quality procedures to Task Leaders when appropriate. The key tasks of WP Leaders regarding quality issues include:

- Defining Contributing Partners: Identifying and assigning specific partners responsible for contributing to each deliverable within the WP.
- Organizing Meetings/Conferences: When necessary, convening meetings or conferences to coordinate activities and ensure proper organization within the WP.
- Updating Deliverable Status Table: Regularly update the deliverable status table and communicate this information to the Project Coordinator during progress reports or upon specific request.
- Identifying and Updating Risks: Identify potential risks within the WP and update the risks table, ensuring that risks are communicated to the Project Coordinator in progress reports or when requested.
- Defining Intermediate Steps for Deliverables: Establishing intermediate milestones and steps for the timely delivery of documents ensures quality and deadlines are met.
- Providing visibility on activity progress: Clear updates on the progress of WP activities are offered to ensure transparency and accountability within the project.
- Managing Folder Structure: Defining and updating the folder structure within the WP's internal management portal ensures that information is easily accessible and organized for efficient communication and data exchange.

These responsibilities ensure that each WP operates efficiently, with a focus on quality and transparency, supporting the overall success of the GREAT Project

Each deliverable is assigned to a specific partner responsible for its preparation. The partner is tasked with:

- Defining the structure and content of the deliverable.
- Coordinating contributions from other partners.
- Creating a coherent document that flows naturally and meets quality standards.
- Updating the document regularly and keeping the WP leader informed of progress.
- Identify risks related to the deliverable and update the risk table.
- Ensuring that the deliverable is submitted on time for internal quality checks.
- Uploading the final version of the deliverable in both Word and PDF formats to the project platform.

Deliverables should be uploaded to the internal project management platform, following the naming conventions outlined in the "Project Management Handbook." Changes in each version should be

made using track changes. Once finalized, the deliverable's Word and PDF versions must be saved and shared on the platform. A communication must be sent to the Project Coordinator (PC) for submission to the European Commission.

The partner responsible for the activity (WP Leader or Task Leader) is ultimately responsible for the quality of a deliverable.

1.1.3. Quality Checkers (QC) – External Evaluator (EE)

At least one independent Quality Checker (QC), who is not an author or co-author of the document, will thoroughly review each deliverable. The external evaluator's role ensures that deliverables meet the highest quality standards.

The responsibilities of the external evaluator include:

- **Reviewing for Clarity, Structure, and Content:** The external evaluator ensures that the deliverable is clear, logically structured, and contains relevant content. They verify that the document is coherent, easy to follow, and meets the necessary standards outlined in the project handbook.
- **Ensuring Conciseness and Organization:** The evaluator checks the document is concise and well-organized, presenting the information in a natural, coherent flow and avoiding unnecessary repetition.
- **Providing Detailed Feedback for Improvement:** The external evaluator offers constructive feedback to enhance the quality of the deliverable. This feedback addresses areas for improvement in content, presentation, and structure, suggesting ways to enhance clarity and compliance with the project's quality indicators.
- **Ensuring Alignment with Quality Indicators:** The evaluator ensures the deliverable adheres to the quality indicators defined in the project handbook, including content, design, language clarity, coherence, and adequacy. This helps ensure that each deliverable meets the project's required standards.
- **Final Inspection and Validation:** The external evaluator performs a final inspection, assessing the deliverable's alignment with quality standards. This includes checking formatting, design, and overall adherence to quality criteria defined in the project handbook.
- **Reviewing and Updating Based on Feedback:** After the initial evaluation, the deliverable is reviewed, improved, and updated based on the feedback from the external evaluator. This iterative process ensures the output is of the highest quality before finalization.

- **Three-Stage Quality Control Process:** The external evaluator's review is part of the overall three-stage quality control process for project outputs, which also involves the WP Leader, Quality Management Team (QMT), and Project Management Team (PMT). The process ensures that quality indicators are effectively applied at each stage.

The external evaluator's feedback is crucial for finalizing the deliverable, and the results are updated according to their suggestions, ensuring that the final output is of the highest possible quality.

2. QUALITY ASSURANCE PROCESS FOR DELIVERABLES

The quality assurance process follows a structured timeline to ensure that deliverables are of the highest quality and submitted on time.

2.1. Deliverable Production and Review Process

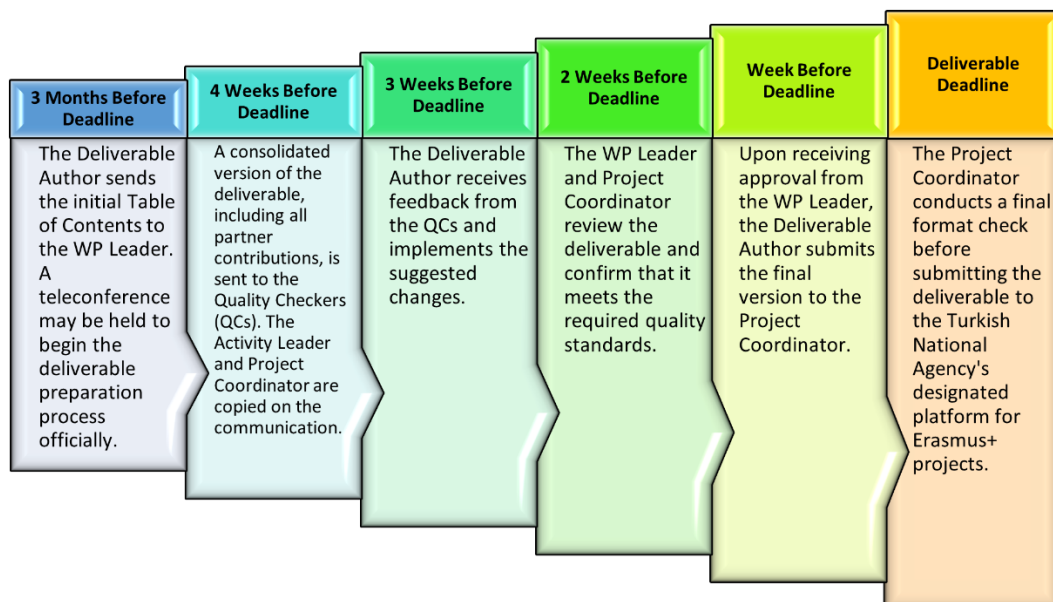


Figure 1: Deliverable Production and Review Process

2.1.1. Deliverable Production

Start of Deliverable Preparation (3 Months Before Deadline): The Deliverable Author sends the initial Table of Contents (ToC) to the Work Package (WP) Leader.

- A teleconference may be held to kick-start the process officially. During this stage:
 - o Expectations for the deliverable's structure and content are clearly defined.
 - o Roles and responsibilities are confirmed.

Four weeks Before the Deadline:

- The quality checkers (QCs) receive a consolidated version of the deliverable, including all partner contributions, for an initial quality review.
- The Activity Leader (AL) and Project Coordinator (PC) are copied on the communication.
- The review checks the deliverable against quality indicators outlined in the project handbook:
 - Content Accuracy
 - Clarity
 - Language and structure
 - Compliance with project goals

3 Weeks Before Deadline:

- The Deliverable Author receives feedback from the QCs and implements the suggested changes.
- The feedback typically covers:
 - Content refinement
 - Formatting issues
 - Alignment with project objectives
- The Deliverable Author revises the document accordingly, ensuring better alignment with quality standards.

2 Weeks Before Deadline

- The WP Leader and Project Coordinator review the deliverable for alignment with required quality standards.
- This review includes:
 - Consistency and structure
 - Alignment with project goals
 - Verification of all partner contributions
- If any issues are identified, further revisions are requested.

1 Week Before Deadline

- Upon approval from the WP Leader, the Deliverable Author submits the final version to the Project Coordinator.
- At this stage, the deliverable should be fully aligned with project quality standards, with any minor formatting or editorial changes addressed.

Deliverable Deadline

- The Project Coordinator conducts a final format check before submitting the deliverable to the Turkish National Agency's designated platform for Erasmus+ projects.
- The final check includes ensuring compliance with:
- Formatting and structure
- Specific submission requirements (file type, naming conventions, deadlines)
- If everything meets the submission criteria, the final version is uploaded to the European and relevant platform.

2.1.2 Review Process

Multiple reviews ensure the deliverable is thoroughly vetted for quality and accuracy throughout the process. These reviews include:

- **Initial QC Review:** This is the first quality check by the Internal Quality Checkers (IQCs), focusing on content, language, clarity, and structure.
- **Revisions and Internal Feedback:** The Deliverable Author revises the document based on feedback from the IQCs. The Activity Leader (AL) and WP Leader provide their input as needed.
- **Final Approval:** The final version of the deliverable undergoes a last review by the WP Leader and Project Coordinator. This review ensures that all feedback has been incorporated and the deliverable is ready for submission.
- **External Final Check:** The external evaluator (if applicable) performs an additional independent review before finalizing the deliverable to ensure it meets the highest standards.

2.2. Deliverable Submission and Confidentiality

The **quality assurance process** follows a structured timeline to ensure that all deliverables meet the highest quality standards and are submitted on time. This process includes multiple stages of review, from internal evaluations to an independent external review. Once the deliverable passes these internal reviews, the Project Coordinator provides final approval.

The deliverable is then submitted to the **EU Beneficiary Module** and the **Erasmus Project Results Platform**, where it will be accessible according to its classification. **Public deliverables** will be downloaded on the project website for broader dissemination. In contrast, **confidential deliverables** will be restricted to project participants and the relevant EU platform, such as the Erasmus platform, ensuring that only authorized individuals have access.

3. QUALITY CHECKLIST FOR GREAT PROJECT DELIVERABLES

The Quality Controllers (QCs) involved in the quality assurance process, including both internal and external evaluators, will complete a “QC Form” to document the checks performed, ensuring transparency and traceability of the QC process. This form will serve as a record of the quality checks conducted and facilitate the implementation of improvements or changes when requested.

Internal Quality Checkers (such as the WP Leader, Activity Leader, and Project Coordinator) will assess the deliverable during the internal review process. Once internal reviews are complete, an independent external evaluator, acting as the external QC, will conduct a final review to ensure the deliverable meets the highest clarity, coherence, and content quality standards.

Additional comments or suggestions for improvements can be included directly in the deliverable text to highlight proposed changes or areas requiring attention. The GREAT Project Deliverable QC Form, as detailed in Table 2, will be included as part of the deliverable template during the quality assurance process. This form will be removed upon completion of the QC process and before submission of the deliverable to the Turkish National Agency.

Table 2: The GREAT Project Deliverable QC Form

Deliverable Number, Title, and Version:
QC Name:
Date:
1. Title, Number, and Dissemination Type
o Are the title, number, type, and dissemination level consistent with the definitions in the activity content (AC)?
2. Scope and Content
o Is the scope and content of the deliverable aligned with its definition in the DoA?
o If not, is there a justification provided and/or a contingency plan presented?
3. Executive Summary and Introduction
o Does the document contain an Executive Summary that is sufficiently informative, especially as a standalone section?
o Does the document include an Introduction that positions the deliverable within the project and defines its objectives?
4. Objectives
o Are the objectives of the deliverable and its activities clearly stated?
o Is the deliverable consistent with its stated objectives?
5. Structure and Organization
o Is the organization of the deliverable satisfactory (e.g., Introduction, Objectives, Methods, Results, Conclusions, References)?
o Is the document in accordance with the project’s template (e.g., branding, front page, table of contents, list of figures and tables, fonts, headings, spacing, captions, page numbers)?

6. Content Integration and Relationships
o Does the deliverable explain its relationship with other project deliverables (including past and future versions, if applicable)?
o If symbols or abbreviations are used, is there a complete and accurate list provided?
7. Scientific/Technical Approach
o Is the scientific/technical approach sound, adequate, and consistent with the state of the art?
o Are interpretations and conclusions sound, justified by the data, and consistent with the deliverable's objectives?
8. Data and Content Presentation
o Is the quantity of data/information presented adequate?
o Does the content justify the length of the document?
o Are the figures and tables necessary, correctly referenced, and highly quality?
o Are the figures and tables complete (content, numbers, captions) and clearly presented?
9. References
o Are the references cited relevant, up-to-date, and included in the Bibliography/References section?
10. Language and Grammar
o Is the deliverable written in British English, with good syntax, grammar, and appropriate language for the target audience?
o Have grammar and spelling checks been completed?
11. Functionality
o Do all hyperlinks and references work correctly?
12. Additional Comments
o Provide any additional comments or observations, if necessary.

4. CONTINUOUS QUALITY IMPROVEMENT

The quality assurance process is dynamic, with each deliverable undergoing multiple reviews and revisions. Feedback from the External QC, AL, and the QMT ensures that deliverables meet the project's standards for accuracy, clarity, and relevance to the target audience. Regular risk identification and management will help mitigate issues and enhance the GREAT Project's overall success.

By adhering to these detailed quality assurance procedures, the GREAT Project will ensure that all deliverables are of high quality and meet the expectations outlined in the activity content (AC), effectively and efficiently achieving the project's goals.