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**IN**ternships for enhancing **SO**cial and **CIVIC** Key Competences  
for Lifelong Learning in Technical Universities

# QUALITY MANAGEMENT PLAN

Developed by: Universidad Politécnica de Madrid (UPM)  
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UNIVERSIDAD  
POLITÉCNICA  
DE MADRID



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## 1 Document Information

### 1.1 Document Control Sheet

<b>Activity Reference Number</b>	A.3
<b>Name of the Item</b>	G. Project management and implementation
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### 1.2 Document Abstract

The “Quality Management Plan” (QMP) is a deliverable within the Project Activity A3 of the IN4SOC project (“INternships for enhancing SOcial and Civic Key Competences for Lifelong Learning in Technical Universities”). The QMP formalizes the approach that will be followed by the partners of the IN4SOC project to ensure the highest possible quality of the project activities, outputs and project management. The QMP deliverable itself is produced by the deliverable leader (UPM), which drafts the QMP, and then obtains feedback from all partners. UPM then finalizes the QMP which will be approved by the Steering Committee and adopted by the consortium.

The electronic version of the QMP will be made available on the public website of the IN4SOC project (<http://blogs.upm.es/in4soc/>). During the project implementation, UPM, as project coordinator, will also monitor the implementation and acceptance of the quality procedures and provide any needed reinforcement. The QMP is divided into three parts as described below:

- **Part I – IN4SOC Information**

*Provides a reference to general information, and of all the different items that define the IN4SOC project.*

- **Part II – IN4SOC Quality Management**

*Outlines the main definitions related to quality management, and sets the minimum principles, requirements and processes needed to implement an effective quality assurance and control of the IN4SOC project.*

- **Part III – Annexes**

*Provides the templates to be used throughout the IN4SOC project.*

# **PART I – IN4SOC INFORMATION**



## 2 Project Information

### 2.1 General Information

<b>Project full name</b>	“INternships for enhancing SOcial and Civic Key Competences for Lifelong Learning in Technical Universities”
<b>Project acronym</b>	IN4SOC
<b>Funding scheme</b>	ERASMUS+ KA2 - Cooperation for Innovation and the Exchange of Good Practices KA203 - Strategic Partnerships for higher education
<b>Project reference number</b>	2018-1-ES01-KA203-050697
<b>Project coordinator</b>	<b>Universidad Politécnica de Madrid (UPM)</b>
<b>Project partners</b>	<b>Universidad Politécnica de Madrid (UPM)</b>
	<b>Universidade Nova de Lisboa (FCT-NOVA)</b>
	<b>Technische Universität Darmstadt (TUDa)</b>
	<b>Université de Bordeaux (UBx)</b>
	<b>Miskolci Egyetem (UM)</b>
<b>Project start date (dd-mm-yyyy)</b>	01-09-2018
<b>Project total duration (months)</b>	36 months
<b>Project end date (dd-mm-yyyy)</b>	31-08-2021

### 2.2 IN4SOC Team Contact Information

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## 2.3 Abbreviations

<b>An</b>	Activity <i>number</i> (e.g. A1, A26, etc.)
<b>APU</b>	Associated Partner University
<b>APIH</b>	Associated Partner Internship Host
<b>EACEA</b>	Education, Audiovisual and Culture Executive Agency
<b>EU</b>	European Union
<b>En</b>	Event <i>number</i> (e.g. E1)
<b>HEI</b>	Higher Educational Institution
<b>IO</b>	Intellectual Output
<b>ION</b>	Intellectual Output <i>number</i> (e.g. O1, O7, etc.)
<b>FAQ</b>	Frequently Asked Questions
<b>FCT-NOVA</b>	Universidade Nova de Lisboa / NOVA University Lisbon
<b>KPI</b>	Key Performance Indicator
<b>PAR</b>	Project Activity Reference
<b>Mn</b>	Transnational Project Meetings <i>number</i> (e.g. M1, M2, etc.)
<b>QMP</b>	Quality Management Plan
<b>SC</b>	Steering Committee
<b>SOC</b>	Socio-Civic
<b>TPM</b>	Transnational Project Meetings
<b>TUDa</b>	Technische Universität Darmstadt / Technical University of Darmstadt
<b>UPM</b>	Universidad Politécnica de Madrid / Polytechnic University of Madrid
<b>UBx</b>	Université de Bordeaux / University of Bordeaux
<b>UM</b>	Miskolci Egyetem / University of Miskolc

## 3 Introduction Project Summary

Internships are meaningful means for the professional and personal growth of university students, as they enable real experiential learning. These collaborations are increasingly part of the higher education programmes across Europe, though the approach and variety can be certainly enhanced, as the available internships are not always fully aligned with the real professional skills students will need in the current and future industrial markets and the needed consideration of social and environmental issues.

Social engagement for its part can play a relevant role in the learning processes, being the development of the social and civic values identified as one of the key competences for lifelong learning in the EU. Social responsibility goes even beyond social engagement, typically involving the operation in an environmentally and socially responsible manner. Cooperation between academia and organizations can highly reinforce the social responsibility approach of organizations, e.g. through tailored service learning experiences framed by effectively designed internships. It is worth noting that, while Universities in the social sciences have a wider experience on service-learning teaching strategies, Technical Universities have a lengthy path ahead in implementing it.

Internships with a social approach are then identified as relevant to train committed engineering professionals, with enhanced socio-civic values, as well as professional, leadership and entrepreneurial skills. In this context, the IN4SOC Project seeks to promote socio-civic (SOC) internships in Technical Universities, by creating structured and innovative internships as a formal, guided experience. Within the SOC internships, students are given the opportunity to have an impact on corporate social responsibility aspects, while facing real-world challenges, supervised by an academic and an industry expert. Students and industries are connected via the IN4SOC online tool, in which the selection process of the internships is conducted. The tool will also monitor the progress of the student during the internship. The monitoring will measure the level of acquisition of professional skills including leadership, social and civic competence, and entrepreneurial motivations.

The innovative approach will be applied and tested in pilot SOC internships in Technical Universities in 5 EU countries (France, Germany, Hungary, Spain and Portugal)

The main outputs of the IN4SOC project are:

- Guidelines to formulate replicable socio-civic internships.
- Guides for a successful SOC internship.
- IN4SOC tool to connect students and organizations.
- IN4SOC toolkit to implement SOC internships in Technical Universities.

IN4SOC aims to impact the way internships are designed across the EU in Technical Universities, by incorporating social responsibility in line with the sustainable development goals. The main target groups of the project are university students, staff members of higher education (university managers, counsellors, researchers) and organizations' (large companies, SMEs, NGOs, public administration) representatives. All the groups will be directly involved in the project through the Communication and Dissemination Plan, which also defines indicators to measure the impact to be achieved.

The social and civic responsibility of university students, institutions and organizations is supported through IN4SOC, as its main objective is to promote socio-civic (SOC) internships in higher education, by creating structured and innovative internships as a formal, guided experience. Regarding the priority "Development of relevant and high-quality skills and competences", this project is committed to train socially engaged engineering professionals, with enhanced socio-civic values, as well as professional, leadership and entrepreneurial skills. This is the main aim of the resulting SOC internships to be created and promoted within the IN4SOC partnership. It is worth noting that the social and civic competence is defined as a key competence by the The European Reference Framework of Key Competences for Lifelong Learning (2006 Recommendation on Key Competences), the Council of Europe Competences for Democratic Culture, and the Proposal for a Council Recommendation on Key Competences for Lifelong Learning COM(2018) 24 final.



Social and civic competences, as defined by the 2006 Recommendation on Key Competences for lifelong learning, include personal, interpersonal and intercultural competence and cover all forms of behaviour that equip individuals to participate in an effective and constructive way in social and working life, and particularly in increasingly diverse societies, and to resolve conflict where necessary. Civic competence equips individuals to fully participate in civic life, based on knowledge of social and political concepts and structures and a commitment to active and democratic participation.

SOC internships aim for a greater involvement of higher education institutions in regional engagement while promoting at the same time fostering the European citizenship and engagement, considering the available Erasmus+ Mobility for Traineeships scholarships. The IN4SOC partnership is thus set to operate transnationally so that students can apply for internships in their region or abroad, which is intended to enhance their view on SOC responsibility, and a higher understanding of the cultural and social diversity, in line with the needs of the labour market and beyond the boundaries of a specific University or country. Therefore, students will be able to find SOC internships at national or EU level, but in all cases support the competitiveness of enterprises at regional and local level whenever possible.

The cooperation of academia with industries and other organizations is a meaningful mean for the direction of teaching and research towards specific socio-civic objectives. For students, this cooperation provides an opportunity of professional, but especially personal growth, as they enable real experiential learning.

Internships are increasingly part of the higher education programmes across Europe, though the approach and variety can be certainly enhanced, as the available internships are not always fully aligned with the real professional skills they will need in the current and future industrial markets. Moreover, not all the offered internships consider socio-civic issues, particularly in the technological field.

Higher education institutions also have a critical role to play in the achievement of the 17 sustainable development goals (SDGs), defined by the United Nations, e.g. climate action, partnerships for the goals. Effective academia-industry collaborations with a social responsibility approach are then identified as relevant to contribute to enhancing the engagement of universities with SDGs, while working together with enterprises and other organizations to train committed engineering professionals, with enhanced socio-civic values.

## 4 Intellectual Outputs

The project consists of four (4) Intellectual Outputs (IO).

IO n	Intellectual Output Description	IO Leader	Participants
IO1	Guidelines to formulate replicable socio-civic internships (+ former IO3)	UPM + FCT NOVA	All
IO4	Guides for a successful SOC internship (+ former IO2)	UM + UBx	All
IO5	IN4SOC tool to connect students and organizations	UPM	All
IO7	IN4SOC toolkit to implement SOC internships in Technical Universities	UPM	All

Initially, seven IOs were considered, and the following changes should be noted:

- The “Rubric to evaluate students' performance throughout the SOC internship”, formerly considered as IO2, has been integrated into IO4 (Guides for a successful SOC internship) as Task 0 (IO4.T0.).
- The “Checklists to identify and propose quality SOC internships”, formerly considered as IO3, has been integrated into IO1 (Guidelines to formulate replicable socio-civic internships) as Task 0 (IO1.T0.).
- IO6 (Recommendations for institutionalization of SOC internships) has been discarded.

The four IOs to be delivered and their respective tasks are described in the following.

#### 4.1 IO1, “Guidelines to formulate replicable socio-civic internships”

IO1 creates a common framework to formulate SOC internships, including examples of internships in different fields. Replicable parameters and indicators, adapted when needed to the relevant socio-economic context of the region, will help to unveil whether the internship have a SOC character, and recommendations are provided in order to convert traditional internships into SOC internships. Aspects such as the inter-disciplinarity of the internship, the output thus provides the framework to create and/or assess the level of alignment of the potential internship with the social responsibility of the organization. In order to provide a quantifiable framework, concrete specific competences addressing the social and civic key competence will be outlined, which are to be targeted by the SOC internship. Other common aspects, such as the duration, tasks to be developed, compensation and other requirements will be also part of the SOC formulation.

##### Tasks:

- IO1.T0. Checklists to identify and propose quality SOC internships. Quality checklists will be a useful tool for university staff, students and organizations, to easily assess the quality of the SOC internships. Two checklists will be prepared: one for students to propose SOC internships (having previously identified an organization or not) and other for academic supervisors to assess the alignment of the internship with the requirements resulted from O1. The main value of these checklists will be for supervisors and students to quickly assess a SOC idea, as a decision-making tool to convert conventional internships into SOC internships.
- IO1.T1. Mapping Partner Universities', Associated Partners and other organizations Sustainability Plans, educational programmes and corporate social responsibility. The objectives, strategic lines, and action plans will be analyzed towards identifying criteria and types of SOC internships. The core subjects of social responsibility listed by ISO 26000 and the 17 Sustainable Development Goals (SDGs) constitutes the basis of this task.
- IO1.T2. Framework to assess the level of alignment of the potential internship with the social responsibility of the organization.
- IO1.T3. Lay out concrete specific competences related to social and civic key competences, which are to be targeted by the SOC internship.
- IO1.T4. Guidelines for organizations to formulate replicable SOC internships across Europe, considering social responsibility common objectives and subjects, integrating the developments of IO1.T1, IO1.T2 and IO1.T3.

The guidelines are delivered before the start of the first pilot SOC internships (by M14). An update of the guidelines is prepared from M14 to M24, and the updated and revised version is delivered by M24 (well in advance of the start of the second pilot SOC internships (M29). This output includes a section on key concepts and definitions, aiming to ensure that common English terms on this topics are used across SOC internships.

## 4.2 IO4, “Guides for a successful SOC internship”

These guidance reports target supervisors of the internships (both academic and external) and students. The guides are intended to support an effective SOC internship, from the selection of the organization by the student (e.g. potential additional schemes to be considered, such as EU scholarships, grants and loans) to the delivery of the expected outcomes of the internship in accordance with the rubric for SOC internships.

The Guide for SOC academic supervisors will contribute to:

- Advise organizations on how to set up excellent SOC internships in a win-win scenario for academia and the organization.
- Drive behavioural change, towards a shift on the design of internships to enhance the acquisition of social and civic competence.

The Guide for SOC supervisors in the host organization will contribute to:

- Advise organizations on how to design excellent SOC internships in a win-win scenario for academia and the organization.
- Align the socio-civic and/or environmental targets of the organization with the educational environment.

The Guide for SOC students will contribute to:

- Advise students on how to apply for a SOC internships as well as the follow-up of the procedure, including support on available funding for internships abroad.
- Drive interest towards socio-civic competences, by highlighting tips for a successful SOC internship.

Tasks:

- IO4.T0. Rubric to evaluate students' performance throughout the socio-civic (SOC) internship. The rubric constitutes the basis for the students to know what's expected from the SOC internship, and for the supervisors to monitor that part of the internship (apart from the technical developments and other requirements e.g. format). Criteria extracted from the O1 are here considered. Appendix with criteria for the weighting score of the SOC part, out of the total score of the internship, will be given. The minimum requirements for the students to comply with the SOC character of the internships will be also outlined. The rubric constitutes the basis of the SOC assessment through the IN4SOC online tool (O5).
- IO4.T1. Guide for SOC academic supervisors.
- IO4.T2. Guide for SOC supervisors in the host organization.
- IO4.T3. Guide for SOC students.

UM, in close collaboration with UBx (due to the leadership of UBx in IO2 on the rubric), prepare the first draft of the Guides. UPM acts as revisors of the work, TUDa and FCT-NOVA contribute with their experience and knowledge.

### 4.3 IO5, “IN4SOC tool to connect students and organizations”

The IN4SOC tool will be the web platform that connects potential interns, supervisors, and organizations (e.g. SMEs, large companies). All relevant documents for the internship are there uploaded, and each time an internship is agreed between an organization and an intern a dedicated web space enables the monitoring and tracking of the competences and skills to be enhanced, in line with the developments in IO1. The score of the internship concerning the SOC approach is also calculated via the tool, based on the rubric.

The tool will be accompanied by a tutorial (video of around 5 minutes and a support document including FAQ) about its use. A SOC Label will be awarded to organizations when they offer SOC internships and thus become part of the IN4SOC tool. This will enable them to communicate their engagement in socio-civic and environmental issues. Besides the recognition in the form of a certificate (issued annually if they comply with the criteria in IO1 and the checklist), the organizations will receive a digital badge from the IN4SOC partnership. Students will be able to propose SOC lines of work, either directly to a certain organization already in the IN4SOC platform or via the proposal of the organization as a new member of the SOC network. The output of the students will enable the continuous improvement of the process.

The IN4SOC tool will be fully operative by M24, though a first basic version will be available for testing during the first pilot SOC internships (academic year 2019-2020).

IO5.T1. Technical specifications of IN4SOC service platform.

This task integrates the users' requirements as identified in IO1 and IO4.

IO5.T2. Creating the IN4SOC service platform concept.

Various use-case scenarios are implemented to characterize the special requirements of different commissioning procedures and quality control protocols. As the result of these actions, the concept is created.

IO5.T3. IN4SOC service platform prototype.

The prototype is developed and all needed interface- and software tools are created.

IO5.T4. Pre-testing the prototype and preparing for the pilot internships.

In this task the prototype is pre-tested and implemented in different testing environments to ensure its performance before using it in the pilot internships. Furthermore, all the other necessary preparatory actions and measures will be carried out in order to guarantee the usability of the platform and its tools in action (usability tests).

#### 4.4 IO7, “IN4SOC toolkit to implement SOC internships in Technical Universities”

IO7 delivers the toolkit of practices to implement SOC internships in Technical Universities, considering all steps of an internship but paying special attention to the design and assessment of socio-civic competences. The toolkit focuses on examples of good practices documented from the SOC internships during the project, in the academic years 2019-2020 and 2020-2021.

The case studies, selected because of the distinguished implementation, will be summarized according to selected elements, including the knowledge area in which the internship has been framed (e.g. chemistry, architecture), socio-civic-environment target domain (in line with the results from IO1), social responsibility objectives addressed, results/outcomes, student performance following the rubric, impact of the internship, competences acquired and lessons learned. In addition, links to the relevant intellectual outputs for implementing the internships will be provided, i.e. the Guidelines (IO1), the rubric, the checklists for partnering with organizations, the Guides (IO4).

The toolkit will be the reference document for any University or Organization wishing to be part of the IN4SOC network.

IO7.T1. Monitoring of the pilot SOC internships.

IO7.T2. Compilation of case studies and good practices.

IO7.T3. Toolkit of practices to implement SOC internships in Technical Universities.

UPM creates the monitoring protocol (IO7.T1) to be used by all partners to track the pilot SOC internships. It should be highlighted that through the dedicated project management activities to organize the pilot internships (A10-A14) at least 4 SOC internships per institution (UBx, FCT-NOVA, TUDa, UM, UPM) are intended to be ensured.

Each partner provides the documentation (i.e. following the monitoring protocol) of the internships in each institution to UPM. In this way UPM compiles the case studies and selects those that better comply with the guidelines to formulate SOC internships (IO1) and have more strictly follow the guides for a successful SOC internship (IO4), and whose students have shown excellent performance with the rubric. The toolkit will then be prepared, which will include all resources to implement SOC internships in an EU technical University.

## 5 Project Activities

There are twenty six (26) Project Activities, which are classified into two groups:

- Project Management and Implementation:

PAR	Project Activity	Activity Leader	Participants
A1	Organization and implementation of the preparatory actions	UPM	All
A2	Contract between the coordinator and the partners	UPM	All
A3	Quality Management Plan	UPM	-
A4	Creation, feed and maintenance of the collaborative platform	UPM	All
A5	Preparation and delivery to partners of the Financial Guide	UPM	-
A6	Monitoring of the project progress (indicators, reporting)	UPM	All
A7	Upload SOC internship information into the IN4SOC tool	UPM	All
A8	Organization of the pilot SOC internships at UBx	UBx	UPM
A9	Organization of the pilot SOC internships at FCT-NOVA	FCT-NOVA	UPM
A10	Organization of the pilot SOC internships at TUDa	TUDa	UPM
A11	Organization of the pilot SOC internships at UM	UM	UPM
A12	Organization of the pilot SOC internships at UPM	UPM	-
A13	Supervision of 1st and 2nd pilot SOC Internships at UBx	UBx	UPM
A14	Supervision of 1st and 2nd pilot SOC Internships at FCT-NOVA	FCT-NOVA	UPM
A15	Supervision of 1st and 2nd pilot SOC Internships at TUDa	TUDa	UPM
A16	Supervision of 1st and 2nd pilot SOC Internships at UM	UM	UPM
A17	Supervision of 1st and 2nd pilot SOC Internships at UPM	UPM	-

- Dissemination and Use of Project's Results:

PAR	Project Activity	Activity Leader	Participants
A18	Website of the project and newsletters	UPM	-
A19	Dissemination and Exploitation plan	UPM	-
A20	Project material (leaflets and online video)	UPM	-
A21	Preparation and hosting of IN4SOC Workshop for Industries and Students	UPM	-
A22	Creation and enlargement of Advisory Board. Meetings with organizations.	UPM	All
A23	Educational open-access publications in Journals	UPM	-
A24	Dissemination activities at EU educational conferences	UPM	-
A25	Impact assessment on target groups	UPM	All
A26	Drafting of updates for webpage and social media	UPM	All



## 6 Transnational Project Meetings

There are eight (8) Transnational Project Meetings to be held.

<b>Mn</b>	<b>Transnational Project Meeting Description</b>	<b>Activity Leader</b>	<b>Participants</b>
M1	Organization and hosting of the kick-off meeting	UPM	-
M2	Organization and hosting of the Steering Committee (SC) meetings	UPM	-
M3.A	Organization of the 1st period meeting (IO1, IO4, & IO5)	UPM, FCT-NOVA, UM, UBx	All
M3.B	Organization of the 2nd period meeting (IO1, IO4, IO5, & IO7)	UPM, FCT-NOVA, UM, UBx	All
M3.C	Organization of the 3rd period meeting (IO1, IO4, IO5, & IO7)	UPM, FCT-NOVA, UM, UBx	All
M3.D	Organization of the 4th period meeting (IO4, IO5, & IO7)	UM, UBx, UPM	All
M3.E	Organization of the 5th period meeting (IO5, & IO7)	UPM	All
M4	Online Meetings	UPM	All

## 7 Multiplier Events

There is one (1) Multiplier Event to be held.

<b>Mn</b>	<b>Transnational Project Meeting Description</b>	<b>Activity Leader</b>	<b>Participants</b>
E1	Preparation and hosting of the IN4SOC event	UPM	-

The proposed name of the IN4SOC event is:

***“Towards Enhanced Social, Civic and Environmentally Responsible Internships”***

The partners of the IN4SOC project will present their experiences and results, with a special focus on the IN4SOC tool that connects students and supervisors across the EU. The aims of the multiplier event is to spread the results, involve additional organizations to offer internships by joining the IN4SOC network, to share the intellectual outputs and to explore cooperation areas among participants.

The proposed venue for the event is:

***ETSIAAB Escuela Técnica Superior de Ingeniería Agronómica.***

***Av. Puerta de Hierro, 2-4. 28040, Madrid, Spain.***



## **8 Project Organization**

### **8.1 Project Coordinator**

The project coordinator for IN4SOC is the Universidad Politecnica de Madrid (UPM). UPM as project leader will prepare, as part of the project activity A3, a Quality Management Plan, which will describe the mechanisms that will be used throughout the project in order to ensure the quality level of the project activities. It will include all the project procedures (e.g. information, reporting), key provisions in the contracts between the coordinator and the partners, explain the consortium organizational structure, decision making procedures, roles and responsibilities, internal communication policy and quality control and risk management procedures, and will be updated as needed.

### **8.2 Intellectual Output Leader**

Activity leaders have already been defined for each intellectual output. The leader is responsible for the detailed planning and coordination of the respective technical work as well as for the monitoring and reporting of results from the activity and tasks. The working groups will meet online according to the specific needs of the tasks, but face-to-face meetings will be held as explained in the section "Transnational project meetings".

The results of each task will be summarized before each transnational meeting, and distributed directly by the activity leader to all members of the SC to ensure full information to all partners as soon as possible. The activity leader will attend the SC meetings to inform personally about the progress.

### **8.3 Steering Committee**

A Steering Committee (SC) will have to decide about the high level management and technical issues, including exploitation, financial, legislation, planning and control matters. It will be led by the project coordinator, and will comprise all the representatives from the project partners. The coordinator will regularly inform the Steering Committee about the overall project status, reviews and all relevant control matters and consolidate all technical and financial information and reports. Individual tasks of the project coordinator may be appointed to individual members of the SC. The decisions of the SC shall be taken with a majority arrangement which will be 66% of the votes of the partners present (each partner shall have one vote) or represented by proxy.

## 8.4 Associated Partners

The following organizations support the IN4SOC initiative, and will be glad to contribute with the offering of internships that consider a civic, social and environmental approach, in line with the intellectual outputs released by the project, and to be uploaded in the IN4SOC online platform for their publicity.

Hungary:

- Colas Északkö Kft. Group, mining company.

Portugal:

- Delphi Technologies.
- Benteler.

Spain:

- Asociación de Ciencias Ambientales (ACA) / Environment Sciences Association.
- Community of Madrid. General directorate of Transport, Housing and Infrastructure.
- REPSOL S.A.
- Vía Célere.

Three large companies (ArcelorMittal, Arkema, Veolia) and 5 RTOs (CSIC, CEA, CRM, Fraunhofer, Tecnalia) are already part of the AMIR network within the EU EIT Knowledge and Innovation Community, common link between all partners of this IN4SOC partnership. This is that the IN4SOC partners are already cooperating in this AMIR network, via 2 funded projects (AMIR and AMIR-AISS, and a project under revision: AMIR-RIS). As this previous AMIR framework already includes organizations from all contexts except from Portugal and Hungary, it has been ensured that both countries engage from the very beginning organizations for this SOC internships. All the new organizations have provided a support letter, which are annexed to the IN4SOC project Application Form.

These Associated Partners, along with new organizations to join IN4SOC during and after the IN4SOC project, will be invited to be part of the IN4SOC Advisory Board and therefore assist and stay informed of all the developments and details concerning the implementation of the IN4SOC project. The Advisory Board is created and enlarged with project activity A21, included in the Meetings with organizations.

## 8.5 Project Participants

**University students:** As part of the pilot internships, the students taking the course "Internship" within one of the master's programmes offered by the project partner will be subject to be part of the pilot internships. Students will be offered the SOC internships via the IN4SOC online tool, which will ensure the transparency of the process, based on academic criteria so that equity is a priority. At the end of the project, other EU educational institutions will be invited to replicate the SOC internships format developed through IN4SOC, so they can offer them to their corresponding students.

**Professors** (Supervisors at the IN4SOC partner institution): Professors act as academic supervisors of the SOC internships, being also users of the IN4SOC tool in order to monitor the progress of the student during the internship.

**Experts from organizations** (large companies, SME, NGOs, public administration): They act as industrial supervisors of the SOC internships, being also users of the IN4SOC tool in order to monitor the progress of the student during the internship.

**Staff active in education and training, decision-makers and researchers:** Through the communication actions, as described in Section H.2. Dissemination and Use of Projects' Results.

## 8.6 Project Partners

### 8.6.1 Universidad Politécnica de Madrid (UPM)

UPM (Spain) leads the consortium, therefore the management and implementation of the project and the dissemination and use of projects' results. UPM participates in the developments of all intellectual outputs, leading the IO1, IO5 and IO7. UPM leads the project activities:

- A1, "Organization and implementation of the preparatory actions"
- A2, "Contract between the coordinator and the partners"
- A3, "Quality Management Plan"
- A4, "Creation, feed and maintenance of the collaborative platform"
- A5, "Preparation and delivery to partners of the Financial Guide"
- A6, "Monitoring of the project progress (indicators, reporting)"
- A7, "Upload SOC internship information into the IN4SOC tool"
- A12, "Organization of the pilot SOC internships at UPM"
- A17, "Supervision of 1st and 2nd pilot SOC Internships at UPM"
- A18, "Website of the project and newsletters"
- A19, "Dissemination and Exploitation plan"
- A20, "Project material (leaflets and online video)"
- A21, "Preparation and hosting of IN4SOC Workshop for Industries and Students"
- A22, "Creation and enlargement of Advisory Board. Meetings with organizations"
- A23, "Educational open-access publications in Journals"
- A24, "Dissemination activities at EU educational conferences"
- A25, "Impact assessment on target groups"
- A26, "Drafting of updates for webpage and social media"
- M1, "Organization and hosting of the kick-off meeting"
- M2, "Organization and hosting of the Steering Committee (SC) meetings"
- E1, "Preparation and hosting of the IN4SOC event"

The pilot SOC internships at UPM can be conducted within the Master's Degree "Circular Economy applied to Minerals and Construction products" and the "Máster Universitario en Ingeniería de Sistemas Agrarios". Whenever possible, additional programmes will be involved and engaged in this approach.

### 8.6.2 Universidade Nova de Lisboa (FCT-NOVA)

FCT-NOVA (Portugal) leads the development of the "Checklists to identify and propose quality SOC internships" (previously defined as IO3,) which is integrated as 'Task 0' of IO1 "Guidelines to formulate replicable socio-civic internships" led by UPM.

FCT-NOVA also leads the following project activities:

- A9, "Organization of the pilot SOC internships at FCT-NOVA"
- A14, "Supervision of 1st and 2nd pilot SOC internships at FCTNOVA"

Moreover, FCT-NOVA participates in the project activities A1, A2, A4, A6, M3, A7, A22, A25, A26 and all the intellectual outputs (IO1-IO7).

The pilot SOC internships at FCT-NOVA can be conducted within the Master's Degrees Materials Engineering; Micro and Nanotechnologies Engineering; Electrical and Computer Engineering; Mechanical Engineering. Whenever possible, additional programmes will be involved and engaged in this approach.

### 8.6.3 Technische Universität Darmstadt (TUDa)

TUDa (Germany) leads the following project activities:

- A10, "Organization of the pilot SOC internships at TUDa"
- A15, "Supervision of 1st and 2nd pilot SOC internships at TUDa"

Moreover, TUDa participates in the project activities A1, A2, A4, A6, M3, A7, A22, A25, A26 and all the intellectual outputs (IO1-IO7).

The pilot SOC internships at TUDa can be conducted within the Master's Degrees Advanced Materials for Innovation and Sustainability AMIS, EUCERMAT and maybe Functional Advanced Materials and Engineering FAME+. Whenever possible, additional programmes will be involved and engaged in this approach.

#### 8.6.4 Université de Bordeaux (UBx)

UBx (France) leads the development of the "Rubrics to evaluate students' performance throughout the SOC internship" (previously defined as IO2,) which is integrated as 'Task 0' of IO4 "Guides for a successful SOC internship" led by UM. UBx leads the following project activities:

- A8, "Organization of the pilot SOC internships at UBx"
- A13, "Supervision of 1st and 2nd pilot SOC internships at UBx"

Moreover, UBx participates in the project activities A1, A2, A4, A6, M3, A7, A22, A25, A26 and all the intellectual outputs (IO1- IO7).

The pilot SOC internships at UBx can be conducted within the Master of Chemistry of Bordeaux (120 students per year). This single Master (corresponding to national classification) is divided in various "local courses": Molecular Chemistry, Advanced Materials, Ecotoxicology, Advanced Materials for Innovation and Sustainability AMIS, Advanced Materials Innovative Recycling AMIR. Whenever possible, additional programmes will be involved and engaged in this approach.

#### 8.6.5 Miskolci Egyetem (UM)

UM (Hungary) leads the intellectual output IO4 "Guides for a successful SOC internship". UM leads the following project activities:

- A11, "Organization of the pilot SOC internships at UM"
- A16, "Supervision 1st and 2nd pilot SOC internships at UM"

Moreover, UM participates in the project activities A1, A2, A4, A6, M3, A7, A22, A25, A26 and all the intellectual outputs (IO1-IO7).

The pilot SOC internships at UM can be conducted within the Master's Degrees Petroleum engineering, Hydrogeological engineering, Materials engineering, Environmental engineering, Mining- and geotechnical engineering. Whenever possible, additional programmes will be involved and engaged in this approach.



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# **PART II – IN4SOC QUALITY MANAGEMENT**



## 9 Quality Expectations

This chapter presents the expectations of the project consortium with reference to the IN4SOC deliverables and activities as well as the expectations relevant to the project management.

### 9.1 **Quality of the Project Management and Implementation (PMI)**

The objective of this item is to conduct an effective administrative and financial management and to achieve all project objectives on time, quality and costs. Moreover, the monitoring of the project progress is conducted. Meetings, communication and progress monitoring activities, reporting and contingency planning are herein included.

The management and monitoring of the IN4SOC partnership covers the entire duration of the project and specifically foresees:

#### 9.1.1 **Communication issues.**

Keep track of the flow of information (coordinator-partner and partner-partner) for technical management purposes, through an online collaborative platform that facilitates the exchange and centralization of information.

A collaborative platform (Web based tool) aiming at managing the consortium on line has been developed. The web based collaborative platform has a dedicated area to which the partners and the project officer have access. Any written exchange of information will be made via this tool. Partners will also upload all their cost claim documents on the platform.

The deadlines for revision of any document will be expressed in anticipation. The amount of time will be determined on a case by case basis. It is recommended for the partners to have about two weeks' worth of time to make the revisions to any document, and to not exceed in reviewing a document for more than a month.

The collaborative platform (Web based tool) can be found through the following link:

<https://moodle.upm.es/formacion/login/login.php>

A username and password is required to access the site. Each member of the consortium will be sent their credentials to access the site. It is required to notify the UPM team if there is any trouble accessing the site.

#### 9.1.2 **Technical issues.**

UPM will provide the best possible solutions for any potential risks and conflicts within the IN4SOC project. In addition, any change in the planning of the project will be communicated to the IN4SOC partners by UPM.

#### 9.1.3 **Contractual and financial issues.**

As contact point with the funding organization, UPM is responsible for meeting all contractual objectives, ensuring the quality and on time submission of the IOs.



#### 9.1.4 Project monitoring issues.

The progress of the project is here assessed, through a set of effective indicators, including the deadlines, budget, and risks. Further information on these indicators is provided in the Key Performance Indicators section.

The risks linked to the project are also monitored, identifying any potential deviation from the original proposal by proposing adequate corrective actions which are reviewed for final decision by the Risk Management Committee.

The project activities in category G. (Project management and implementation), are detailed in the Timeline of the project (annexed file) and listed below, including the category that each of them addresses.

## 9.2 Quality of the Specific IN4SOC Objectives

The main objective of the IN4SOC project is to enhance the involvement of Technical Universities in the social responsibility of organizations, as a pedagogical approach that considers the acquisition of the key social and civic competence of students and strengthens the engagement of academia with the community. This main objective is broken down into specific objectives that relate directly with the IOs. The specific objectives, each of them closely linked to at least one IO as depicted in parentheses, include:

- A. To cooperate in project-based collaboration for socio-civic (SOC) internships, involving organizations, students and staff, by upgrading the curricula of the course "Internship" of selected master's programmes (All IOs).
- B. To develop strategies for socio-civic (SOC) internships, including examples of internships with a SOC character per area of knowledge, the rubric to evaluate students' performance throughout the internship, templates to partner with industries and guides for supervising the internships (IO1, IO4, IO7).
- C. To develop and implement an online tool to connect students and involved organizations (IO5).
- D. To define the mechanisms to further extend the network of SOC internships (Enterprises and Universities), so that long-lasting effects are pursued (All IOs).
- E. To deliver the IN4SOC toolkit, which includes best practices from the master's programmes where the SOC internships will be implemented (pilot internships – IO7).

The quality of these specific objectives of the IN4SOC project are closely related to each IO, and thus implementing a thorough path to reach them will enhance the overall quality of the project.

### 9.3 Quality of Project Deliverables

The deliverables of IN4SOC can be classified into tangible and intangible deliverables. Tangible deliverables are those considered such as reports, publications, manuals, and printed or digitized promotional material. Intangible deliverables are those in the form of organized events such as workshops, and multiplier events.

The deliverables have a common quality expectation which is their relevance to reach the defined overall objective and the specific objectives of the IN4SOC project. The timely delivery following the project work plan as identified in the Application Form is expected.

Each deliverable to be published in the online platform of results (E+PRP) will be peer-reviewed by partners (at least 2) that do not lead the deliverable.

## 10 Tangible Deliverables

### 10.1 Quality of Document Based Deliverables

#### 10.1.1 IN4SOC Logo

The IN4SOC logo was selected after a two-round vote of six designs developed by TUDa. The IN4SOC official logo is the following:



The logo must be used in any communication activity of the project along with the EC logo that can be found in the IN4SOC collaborative platform and is shown below.



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## 10.1.2 IN4SOC Project Timetable

The IN4SOC Project Timetable will be reviewed, and updated on a **quarterly** basis. Once reviewed, it will be uploaded to the IN4SOC online collaborative platform.

## 10.2 Quality of the Intellectual Outputs

### 10.2.1 Media types

To ensure the quality of an IO it is necessary to apply the criteria specific to the type of media that will be used in its delivery. There are two types of media that are considered for the IOs which are publications and websites. The following is how the IOs are categorized under the media type considered for its delivery:

#### **Publications:**

- IO1 “Guidelines to formulate replicable socio-civic internships”
- IO4 “Guides for a successful SOC internship”
- IO7 “IN4SOC toolkit to implement SOC internships in Technical Universities”

#### **Websites:**

- IO5 “IN4SOC tool to connect students and organizations”

The specific criteria that should be used for the two media types are described in the following section.

### 10.2.2 Publications

#### **Template**

All IO publications must use the final version of the respective document template.

#### **Revisions**

The IOs should have a minimum of three revisions prior to advancing to the final peer review phase. These revisions should be made by all of the IN4SOC partners to guarantee that the proposed content is in tune with the other IOs and to address the issues or consented solutions dealt in the partner meetings.

#### **Peer Review**

Once (at least three) revisions have been made, the IO draft can advance to the peer review phase. The peer review should be made by at least two persons that are not part of the organization coordinating the development of the IO at hand. The reviewers can be from a partner university that has not been part of the development of the IO, a member of the IN4SOC Advisory Board, or a specialist from an external organization with the qualifications to become a member of the IN4SOC Advisory Board.

### 10.2.3 Websites

## **Platform**

All IO websites must be a platform that has been accepted by the IN4SOC partners as the ideal tool that will meet the needs for its respective use. The platform should rely on the assistance of a specialized department that can assist in ensuring that the quality of the platform is up to date and functioning properly, and meets the minimum security and usability standards. The consortium will seek the maximum compatibility and usability of the platform.

## **Support Document**

A support document explaining the components of the platform and the proper use of these components must be developed. This document should be reviewed and approved by the IN4SOC partners. The support document should also be available in the website itself as a guide for its use.

## **Trials and Revisions**

The website should undergo at least two trial periods before advancing to a final version phase. The coordinator of the IO will assume the responsibility of testing the website, and approve it for a trial. The trials can be carried out on an ongoing basis with the precaution of informing all IN4SOC partners of the changes done to the previous version. Any changes must also be properly annotated in the support document of the website.

Revisions for the support document should be done after a substantial amount of changes have occurred after the trials. The revisions should be made and approved by all of the partners.

## **Final Version**

After (at least two) trial periods have been completed, a final version can be approved. The final version of the website should address all types of troubleshooting occurring in the trial periods. The support document must also be updated with any final changes. The final version of the website should be approved by the partners.



## 10.3 Quality of Promotional Materials

### 10.3.1 Communication tools:

#### Leaflet

The leaflet design will be developed by UPM (Activity 20). After approval of the university partners it will be translated into the following languages:

- English (prepared by UPM)
- Spanish (prepared by UPM)
- Hungarian (prepared by UM)
- French (prepared by UBx)
- German (prepared by TUDa)

The leaflets will be available in the IN4SOC webpage, and can be used in presentations by the university partners.

#### Video

This video will be a promotional video briefly explaining the IN4SOC project and its objectives. The video will be around 2 - 3 minutes long, and will be developed by UPM (Activity 20).

Subtitles of the online video will be also available in Spanish (prepared by UPM), Hungarian (prepared by UM), French (prepared by UBx) and German (prepared by TUDa).

The video will be available in the IN4SOC webpage, and can be used in presentations by the university partners.

#### Press releases

The press releases will be developed by UPM with the contribution of the IN4SOC partners. Each partner must use the official communication channels from their university to promote the press releases.

The press releases should be made on a yearly basis. The established periodicity can be reviewed in the IN4SOC time table.

### 10.3.2 Updates:

#### Newsletter

The newsletters will be developed in the following timeframes:

- Newsletter Issue #1 (September 2018 - June 2019)
- Newsletter Issue #2 (July 2019 - December 2019)
- Newsletter Issue #3 (January 2020 - June 2020)
- Newsletter Issue #4 (July 2020 - December 2020)
- Newsletter Issue #5 (January 2021 - August 2021)

The established periodicity can be reviewed in the IN4SOC time table.

Partners should use a form which will be available in the IN4SOC web platform to develop any news article to be added in the newsletter.

The form can be accessed directly through the following link:

<https://forms.gle/G4EiZpiQ4SBrKaHr9>

The form will ask for the following information:

- Date
- News title
- News subtitle
- Brief Summary
- Photo

### **Social Media**

Accounts in facebook and twitter will be available. Both accounts will be progressively updated with information about the IN4SOC project by the UPM team. The UPM team will make these upgrades in an ongoing basis when considered necessary. The facebook and twitter accounts can be respectively found in the following links:

<https://www.facebook.com/IN4SOC>

<https://twitter.com/IN4SOC>

### **10.3.3 Publications:**

Any article, manuscript, etc for publication should be sent for review by the partners for feedback, and a final quality approval by UPM as coordinator.



## 10.4 Quality of websites and other electronic tools

### 10.4.1 IN4SOC Website

The official website of the IN4SOC project will be managed by UPM as project coordinator. Feedback from the partners is expected on a quarterly basis for its revision and further upgrading.

The official website can be found through the following link:

<http://blogs.upm.es/in4soc/>

### 10.4.2 IN4SOC official email

The official email address for the IN4SOC project is the following:

[in4soc@upm.es](mailto:in4soc@upm.es)

This email address will be shared on all communication tools, and the official website. The messages acquired through this email address will be managed by UPM. Any information regarding the partners that is sent to this email will be forwarded to the respective destined partner. UPM will follow and/or assist all messaging to ensure all information is properly sent through.

### 10.4.3 IN4SOC online collaborative platform

Any revision of documents for the IN4SOC project should be done solely through the online collaborative platform. The platform will be managed by UPM as project coordinator.

The online collaborative platform can be accessed through the following link:

<https://moodle.upm.es/formacion/login/login.php>

To ensure the quality of the online collaborative platform is met, it has been schematically designed according to the project activity references defined in the timetable.



## 11 Intangible Deliverables

### 11.1 Quality of IN4SOC events

#### 11.1.1 Workshops for Industries and Students

Workshops have been designed to communicate the SOC internships to potential interns and new members of the SOC network. All workshops must have a registration form to subscribe to the event. This feature is necessary to be done with prior anticipation, to consider if all of the logistical aspects of the workshop are met. The information gathered in the registration will also be used for the project KPI's.

To maximize the quality of the workshop, it is recommended for the invited speakers to have relevant experience on internships to participate.

During a workshop it is necessary to develop a set of surveys. The surveys are divided into two types (Students & Organizations), and should be administered at the beginning and ending of the workshop.

The links to the surveys can be found through the following links:

For students:

- A first exploratory survey at the beginning of the workshop: [IN4SOC Workshop Survey #1 for Students](#)
- A second survey, at the end of the workshop: [IN4SOC Workshop Survey #2 for Students](#)

For host organizations:

- A first exploratory survey at the beginning of the workshop: [IN4SOC Workshop Survey #1 for Host Organizations](#)
- A second survey for students, at the end of the workshop: [IN4SOC Workshop Survey #2 for Host Organizations](#)

#### 11.1.2 Multiplier Event

The purpose of the Multiplier Event is to present the main results of the IN4SOC project. It will be held in Madrid, Spain and organized by UPM.

The date for this event will coincide with the last Steering Committees (SC) in Madrid, to have representatives from all the partner universities (UPM, UBx, UM, TUDa, FCT-NOVA). If possible, it will also coincide with another higher education event in the city, to have a greater number of participants from outside Madrid. It is required for the event to be advertised (program, location, etc.) at least one month prior to this date.

The Multiplier Event must have a registration form to subscribe to the event. This feature is necessary to be done with prior anticipation, to consider if all of the logistical aspects of the event are met. The information gathered in the registration will also be used for the project KPI's.

The event will have guests related to academic internships, social responsibility, civic aspects, SDGs, etc. as invited speakers.



At least one specific session will be raised to gather feedback from the participants on the developments of the project, also exploring future lines of action.

Representatives of organizations / companies and Universities that can join the SOC network will be invited to offer internships with this character.

Students will be invited to explain the application and evaluation process of their SOC internship, including the use of the online tool.

## 12 IN4SOC Quality Management Plan (Activity - A3)

The aim is to ensure effective administrative and financial management and to achieve all project objectives on time, quality and costs.

### 12.1 Management

The management of day-to-day operations in the Consortium will parallel the formal governance structure and will operate at 2 levels.

**Level 1:** Individual teams. The basic unit is the Task team(s) at the individual partner organizations, Day-to-day management of individual tasks will be the responsibility of the partner carrying out the work in accordance with each organization's usual procedures.

**Level 2:** Activities. The work programmed is organized as a set of Activities, each with specific objectives and tasks (see timeline and section G.1. Intellectual Outputs). Issues such as the progress towards the individual objectives and delivery of internal and partner reports will be managed at Activity level within the Consortium. The Activity Leader will act as contact point for liaison with the other consortium members and with the Steering Committee.

### 12.2 Monitoring

The project activity "A6 Monitoring of the project progress" tracks the performance of IN4SOC against the objectives and results. Example of indicators to be part of this monitoring activity (to be further fine-tuned and extended once A6:

- No. of members of the IN4SOC network over time (organizations and universities).
- Level of acquisition of the social and civic competence by SOC students, compared with the value for students that do a conventional internship.
- Level of interest for social and environmental values (SOC versus non-SOC students).
- Variation (in %) of students engaged in volunteering, before and 1 year after the SOC internship.
- Level of satisfaction with the internship (SOC versus non-SOC students).
- No. of SOC internships, compared to the No. of internships conducted within the 5 partner Universities.
- No. of interns in SOC internships that are later contracted by the organization, out of the No. of interns in SOC internships.

A6 operates along the whole duration of the project, from M1 to M36, being under the responsibility of UPM.

### 12.3 Reporting

Each partner will write a biannual progress report (6, 12, 18, 24, 30, 36-month report), which represent a substantial instrument of control. Then, the project achievements will be critically compared with the plan and evaluated according to defined criteria. A milestone review might thus reveal the necessity of a modification of the work programme. In case of insufficient achievements or poor outlooks for exploitation of the results, measures will be taken by the Risk Management Committee. The involved staff in the project activity A6 will include the key persons from UPM, along with a representative from each partner university. These representatives will provide the biannual progress reports to UPM, who will revise and ask for comments and additional information when required. The project coordinator will summarize the overall project status and regularly update bar charts and the manpower matrix.

### 12.4 Key Performance Indicators (KPIs)

The key performance indicators (KPI) are developed for each project activity with the aim to monitor the degree of completion. The quality control will consist in a Partners' Peer Review to monitor the quality of ongoing outputs, and a Procedure of Approval that will enable each partner to verify the quality of the results and ensure that the project objectives are being met. Intellectual outputs will be submitted to the Partners' Peer Review and will follow the Procedure of Approval. KPIs to measure the project's results will include:

Technical KPIs:

- Delivery date of draft intellectual output.
- Delivery date of intellectual output.
- No. of drafts of the intellectual output.
- Compliance with the output description, including the interactions with other intellectual outputs.
- Compliance with the timeline of the output.

Economic KPIs:

- Efforts dedicated by each partner.
- Progress of costs against the planned for the intellectual output in the project proposal.

Organizational KPIs:

- No. of face-to-face meetings during the development of the intellectual output.
- No. of online meetings during the development of the intellectual output.
- No. of participants in the meetings.
- No. of meetings in which advances of the intellectual output have been discussed.



## 12.5 IN4SOC Target Group Feedback

The target groups and participants include higher education students close to the labour market, who will be offered a working experience linked with the social responsibility objectives of an organization and thus become aware of the needed social and environmental approach in any engineering project. Organizers and supervisors of the SOC internships (academic and external) will also strengthen their collaboration. The target groups receiving the results of the project are staff active in education and training, decision-makers and researchers. Organizations include SMEs, large companies, NGOs, research and technology organizations (RTOs) that voluntarily operate beyond what the law requires to achieve social and environmental objectives.

## 13 IN4SOC Quality Assurance Strategy

### 13.1 Project Risk Management

The following summary shows a list of potential relevant risks and how the Consortium would overcome them:

- **RISK 1. Low communication participation between partners involved in the project (very low risk most partners collaborate in daily related work).**  
Strategy to overcome the risk: Steering Committee meetings every 6 months (attendance by all partners), use of collaborative tool for communication, video conferences, memos with progress updates.
- **RISK 2. Any partner leaving the Consortium due to unexpected problems.**  
Strategy to overcome the risk: The partner would be replaced following meticulous selection processes in order to ensure the optimal candidate.
- **RISK 3. Delays in the execution of Activities due to unexpected problems.**  
Strategy to overcome the risk: the timeline will be updated, ensuring that activities finalize on time.
- **RISK 4. Low quality reporting: lack of feedback and transfer information from activity participants and leaders affecting the quality of the reports.**  
Strategy to overcome the risk: information to partner on project reporting, use of templates to be filled-in, quality check of information provided by partners.
- **RISK 5. Lack of organizations offering SOC internships**  
Strategy to overcome the risk: in case of detecting this risk, more emphasis and resources will be allocated to the project activity A22 on the meeting with organizations to offer internships.  
(very low risk - all partner universities already offer internships as part of their master's programmes, even as a compulsory course in some cases; so it is a matter of including the SOC approach in line with the social responsibility framework of the organizations already cooperating with the universities.

Moreover all new organizations joining the IN4SOC network, including the 7 Associated Partners, will offer from the beginning of the cooperation this type of internships).

### 13.2 Internal Monitoring

The following considerations have been made in order monitor the project internally.

- Preparation of Partnership Agreements including specific annexes according to the budget reviewed by SEPIE.
- Design of the QMP.
- Distribution of the QMP through the IN4SOC platform.
- Presentation / Sharing of results in the SC.
- Organization of online meetings by the UPM every 2 months.
- Timesheets of the members collected by the UPM every 6 months.
- Possibility of recording progress once an advance occur, through the form <https://forms.gle/D6fcW7xnTMeG7YUb8>

In addition, Biannual progress reports will be conducted to address the following insights:

- Amount of meetings with organizations (large industries/SMEs/NGOs/public administration) to provide SOC internships
- Amount of participants in the events where IN4SOC is presented
- Amount of recipients of the IN4SOC leaflet in English / Spanish / Hungarian / French / German
- Amount of recipients of the Newsletters
- Amount of communication in conferences
- Amount of articles published
- Amount of links with existing networks and transnational projects

### 13.3 External Monitoring

The following considerations have been made in order monitor the project externally:

- UPM, as project coordinator, centralizes communication with the European Commission.
- Interim report in February 2020 (prepared by UPM and approved partners).
- Creation of the Advisory Committee.
- Final reporting of the project by August 2021 (prepared by UPM and approved partners).

### 13.4 Financial Reporting from IN4SOC Partners

The financial topics for the IN4SOC project can be reviewed in the IN4SOC Financial guide.