



D1.4 **Quality Control Plan**

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D1.4

Quality Control Plan

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Task	Task 1.5 Quality Control
Abstract The Quality Control Plan is to set the procedures and active aimed at meeting quality objectives for the Alliance. It is contain the guidelines and the rules to follow to assess quality of the activities and deliverables produced.	
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Acronyms

HEIs Higher Education Institutions

QCT **Quality Control Team**

QO **Quality Officer** WP Work Package

WP1 Work package 1 – KreativEU Governance and Management

WP2 Work package 2 – KreativEU Education WP3 Work package 3 – KreativEU Research

WP4 Work package 4 - KreativEU Culture with and for society

WP5 Work package 5 - KreativEU knowledge-creation and design network on

smart sustainability

WP6 Work package 6 - KreativEU Heritage European campus

WP7 Work package 7 - KreativEU Mobility

WP8 Work package 8 - KreativEU communication, dissemination, exploitation

WP Co-Leaders Work Package Co-Leaders WP Leaders Work Package Leaders WP Team Work Package Team





















Executive summary

This document sets out the quality practices for the KreativEU alliance and is to assure that the excellence requirements are properly fulfilled. It summarises the internal review process for all deliverables within the project.

The KreativEU Partner Institutions have agreed that the reviewers' expertise, clearly defined intermediate deadlines, and a well-structured review procedure are essential to ensuring highquality outcomes. These elements are crucial for assessing the quality of all activities across the domains of governance, education, research, mobility, and deliverables, as well as for ensuring the timely achievement of project objectives

The production of Deliverable D1.4 – Quality Control Plan - is carried out under Task T1.5 – Quality Control - of Work Package 1 - KreativEU Governance and Management - which involves the establishment and operation of a dedicated management body—the Quality Control Team. The QCT oversees evaluating the quality of produced deliverables and implemented activities, sending to the Key Project Team their overall opinion on specific deliverables produced or activities implemented, including recommendations and opinions on the quality of each deliverable.

The Quality Control Plan is based on the collective experience of all participating higher education institutions (HEIs), incorporating well-established and tested quality assurance procedures that uphold high standards while maintaining efficiency and avoiding excessive bureaucracy. The provisions of this plan do not conflict with the quality assurance standards applicable in individual partner universities.

The Quality Control Plan is a living document that is continuously reviewed and updated throughout the entire pilot phase of the KreativEU project, ensuring alignment with evolving project needs and objectives





















1 Introduction

1.1 Preface

The Quality Control Plan aims to set the procedures and activities to meet quality objectives for the KreativEU Alliance. It contains the guidelines and rules to assess the quality of the activities and deliverables produced. It ensures quality assurance of KreativEU by articulating the commitment of the alliance's mission, vision, core values and education principles with an integrated approach to quality assurance and enhancement in compliance with the expectations of the European framework documents outlined below:

- European Standards Guidelines for Higher Education in the EHEA1 (ESG 2015), which provide a common framework for internal quality assurance for all alliance partners,
- European Approach for Quality Assurance of Joint Programmes (October 2014), which provides a framework for an integrated approach to quality for joint programmes,
- **European Qualifications Framework**, which provides a common framework for interpreting learning outcomes and facilitates the transparency, comparability and portability of qualifications,
- European Quality Assurance Register in Higher Education (www.eqar.eu), which lists the quality authority in each National jurisdiction and confirms that they comply with the European Standard Guidelines.

The plan contains protocols and methodologies to be adopted and followed during the four years of the pilot phase 2025-2028 (and beyond, after the formalisation of the network) concerning the following aspects:





















- **Quality of KreativEU governance** it involves ensuring that the conditions of transparency, democracy and efficiency of decision-making and pursuing of the vision are met by the multi-level governance system,
- Quality of KreativEU educational programmes it involves evaluating the curriculum design and delivery from the perspective of: students, academic and extra-academic actors, administrative staff,
- Quality of KreativEU research it involves evaluating that the research protocol, the research group and the scientific products meet the highest standards of quality and relevance,
- Quality of KreativEU mobility it entails monitoring the outcome and the satisfaction rates of the participants in the mobilities (students, staff, stakeholders),
- **Quality of KreativEU deliverables** it entails drafting the quality assurance methodology needed to approve and recommend to the Steering Committee all the deliverables provided in the Work Plan.

1.2 About KreativEU

The Universities forming the KreativEU consortium have united around a shared commitment to establish a high-quality European University, centred on Europe's rich cultural heritage. Prioritising teaching, research, and knowledge transfer excellence, the alliance is grounded in rigorous institutional, structural, and strategic cooperation. At its core is a robust, qualitydriven approach to reimagining culture, identity, memory, and heritage studies through an innovative ecocultural lens. Recognising the deep interconnection between tangible and intangible heritage, and their environmental and digital contexts, the KreativEU aims to create cutting-edge, interdisciplinary programmes. These initiatives are designed to meet the highest academic standards while enhancing accessibility, sustainability, and impact. This ecocultural identity concept bridges culture and ecology, integrating cultural and life sciences insights to address major global challenges. The Alliance ensures consistency, inclusivity, diversity and excellence across all activities by embedding quality control in every





















aspect - from curriculum design to cross-border collaboration. The KreativEU stands out as a model of academic integrity and innovation, offering a competitive European education system where students, researchers, and institutions work together across cultures and disciplines, underpinned by a shared commitment to quality and societal relevance.

KreativEU is organized in a clear and coherent manner through interrelated Work Packages. Each Partner Institution contributes expertise and resources to ensure that the Alliance's objectives are met and that its impact is maximised.

WP1- KreativEU governance and management

This WP aims to establish and ensure first-level governance for the Alliance of HEIs, to ensure a transparent and effective decision-making and risk management process, to coordinate dayby-day activities while keeping track of the delivery of the strategic goals, to report and maintain constant communication with the Agency, to monitor the progress of the fouryear European grant and evaluate its results, to monitor the quality of deliverables and activities, to monitor the implementation of relevant legislation on data protection, while being in line with the EU Cybersecurity ACT.

WP2 - KreativEU Education

This WP aims to promote novel, high-quality and highly relevant learning opportunities for students at bachelor, master, and doctoral levels and in the realm of life-long learning and continuing professional development, by fostering student-led learning, research-oriented learning and experiential learning outside the classroom and by promoting the open and digital education paradigms. Recognising the inseparable interconnection of tangible and intangible cultural heritage, as well as the interwoven nature of local and national traditions, crafts, cultural practices, folklore, and ecocultural identity, the courses and study programmes offered by KreativEU will re-evaluate these elements and their associated ecological surroundings, the lived environment, especially in the context of the digital age, across different academic disciplines and fields of expertise.

WP3 - KreativeEU Research

This WP is to promote a high quality and transnational research-based environment by investing attention on local, regional and national ecocultural identities, heritage, traditions, architecture, crafts, folklore, and cultural landscape, whilst linking and connecting this to a broader European perspective, to contribute to the establishment of a European University

























unique in its kind, capable of offering a competitive and an attractive European Research system.

WP4 - KreativEU Culture with and for Society

This WP is focused on promoting a contemporary use of the past anchored in history, also encouraging the transdisciplinary collaboration of entrepreneurial artists, inventors, innovators, researchers, students and (future) entrepreneurs, who are seeking further support in the creative arts environment to incubate their ideas and develop their future or existing projects or start-ups.

WP5 - KreativEU knowledge-creation and design network on smart sustainability

This WP aims to establish a European knowledge-creation and design network that mobilises the four missions of Higher Education (Education, Research, Innovation and Service to Society) to develop, through a challenge-based approach, Ethical-by-Design and Sustainable-by-Design Al systems based on European values. The challenge-based approaches through which these Al systems will be developed purposely account for European values, identity, and diversity, resting on the premise that European history and tangible and intangible European heritage are key components of an enriching, sustainable, and inclusive future. Consequently, the resulting innovative yet feasible and effective AI systems will potentially contribute significantly to addressing global challenges, such as climate change, digital transition, biodiversity loss, inequality, and social exclusion in a way that aligns with European values and policies.

WP6 - KreativEU Heritage European campus

This WP aims to establish a fully European University as a long-term institutional structural and strategic cooperation that permits the implementation of a competitive and attractive educational model for the enhancement of European cohesion by fostering its artistic and cultural diversity and by linking education, research, innovation and service to society, through the KreativEU Inter-University Heritage European Campus where students, staff and researchers can enjoy seamless mobility and create new knowledge and innovation together, across countries and disciplines.

WP7 - KreativEU Mobility

This WP was established to offer sustainable transnational mobility opportunities (both physical, with as environmentally friendly means of travel as possible, and virtual),























in addition to regular Erasmus+ mobility schemes, to all parties involved in the alliance: students, experts, teachers, professors, administrative and support staff, stakeholders, and alumni.

WP8 - KreativEU communication, dissemination, exploitation

This WP aims to actively and effectively engage our target groups in activities, to communicate an integrated and unique image of the Network to build on for future activities, to give adequate information and evidence of the European Union financing, to disseminate and exploit scientific outputs extensively, as well as all activities implemented during the four-year pilot phase.

2 The conceptions of quality in KreativEU

The quality objectives of the KreativEU Alliance are, among others:

- To establish and ensure first-level governance for the Alliance of HEIs; to ensure a transparent and effective decision making and risk management process; to coordinate day-by-day activities while keeping track of the delivery on the strategic goals; to report and keep constant communication with the Agency; to monitor the progress of the four years of European grant (2025-2028) and evaluate its results; to monitor the quality of deliverables and activities; to monitor the implementation of relevant legislation on data protection, while being in line with the EU Cybersecurity ACT.
- To promote novel, high-quality and highly relevant learning opportunities for students at bachelor, master and doctoral levels and in the realm of lifelong learning and continuing professional development, by fostering student-led learning, researchoriented learning and experiential learning outside the classroom and by promoting the open and digital education paradigms. Recognising the inseparable interconnection of tangible and intangible cultural heritage, as well as the interwoven nature of local and national traditions, crafts, cultural practices, folklore, and eco-cultural identity, the courses and study programmes offered by KreativEU will re-evaluate these elements and their associated ecological surroundings, the lived environment, especially in the context of the digital age, across different academic disciplines





















and fields of expertise.

- To promote a high quality and transnational research environment, by investing attention on local, regional and national ecocultural identities, heritage, traditions, architecture, crafts, folklore, and cultural landscape, whilst linking and connecting this to a broader European perspective, in order to contribute to the establishment of a European University unique in its kind, capable of offering a competitive and an attractive European Research system.
- Offer sustainable transnational mobility opportunities (both physical, with as environmentally friendly means of travel as possible, and virtual), in addition to regular Erasmus+ mobility schemes, to all parties involved in the alliance: students, researchers, teachers, professors, administrative and support staff, stakeholders, and alumni.

These efforts will foster a cohesive and dynamic academic community, encouraging collaboration and excellence across borders. This holistic approach will enhance the participants' academic and professional development and strengthen cultural and environmental awareness within the alliance. As we strive to create a more interconnected and empowered European educational landscape, we must establish a solid governance structure to oversee and guide these initiatives. The deliverables must meet the project objectives according to the methods and timelines defined in this quality control plan, thus ensuring the quality and effectiveness of the results.

3 Governance and Management Framework

The following part describes levels of governance within Quality Control Team, its roles, responsibilities and the review process of deliverables created within the KreativEU, as well as the internal rules for communication, reporting and general principles.





















3.1 KreativEU Governance and Management Framework

The KreativEU governing bodies are set up on three levels of governance:

1. First Level - Network Governance.

It consists of KreativEU General Assembly, Student Union and Managing Board

2. Second Level – Project Governance.

It consists of Advisory Board, KreativEU Steering Committee, Quality Control Team, Finance Team, Key Project Team, Monitoring and Evaluation, Data Protection Team

3. Third Level - Activity Governance.

It includes WP2, 3, 4, 5, 6, 7, 8 Teams

The roles and responsibilities of the KreativEU governing bodies and KreativEU teams, the communication and decision-making procedures are defined in the Consortium Agreement (see chapter 6. Governance structure, pp. 12-28). This agreement provides comprehensive information on the interactions between these governing bodies and the specific entities within the KreativEU Alliance, outlining the partners' rights and duties, as well as the general procedural guidelines for implementing the KreativEU pilot phase.





















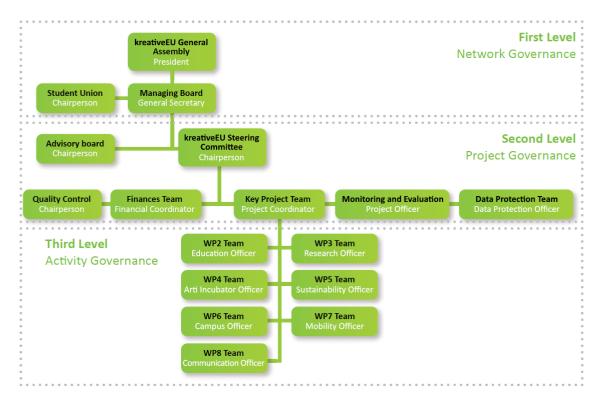


Figure 1. Government Bodies and levels of governance

The quality of WP 1 "Governance and Management", i.e. the quality of the KreativEU consortium's processes and decision-making is ensured by adhering to the agreed rules. If the agreed rules prove to be ineffective during the pilot phase, they can be revised according to the established rules of decision-making. A change to the rules must be signed by all universities as an appendix to the consortium agreement.

The leaders and co-leaders are responsible for assessing the quality of activities carried out in individual WPs. They are required to monitor the timeliness and quality of activities using assessment tools developed within the teams, e.g. surveys, periodic reporting of activities of each WP to the QCT or other evaluation tools adapted to the activities undertaken.

3.2 Principles Underpinning QCT Governance

The governance procedures of the QCT are guided by core principles explicitly outlined by the KreativEU Consortium Agreement:























- Transparency and Accountability, through formal reporting from the Quality Officer to the Steering Committee and communication with the Key Project Team (Consortium Agreement, 6.3.7.2)
- Democratic Decision-making, reflected in the peer-elected Quality Officer and collegial review structure (Consortium Agreement, 6.3.7.1 and 6.3.7.2)
- Operational Efficiency, supported by structured written procedures and defined decision-making timelines (Consortium Agreement, 6.2.2.5)
- Continuous Improvement of Procedures, through QCT's responsibility to establish and evolve quality protocols during the pilot and post-pilot phases (Project Part B, 2.1.2)

3.3 Composition and Roles of the Quality Control Team

According to the Consortium Agreement (section 6.3.7.1), the QCT comprises two expert representatives from each partner Higher Education Institution (HEI):

- One expert in teaching methodologies and educational quality assurance.
- One expert in research practices and standards.

These representatives are formally appointed by the Steering Committee of each partner HEI. A Quality Officer, elected by QCT peers, chairs the team, assisted by a co-chair, and represents it as a non-voting advisory member during Steering Committee meetings (Project Description Part B, section 2.2.2). The Quality Officer is responsible for arranging meetings, coordinating reviews, and communicating the outcomes clearly and transparently.

3.4 Position and Integration within KreativEU Governance

QCT operates as a second-level governance body within the KreativEU Alliance governance structure, explicitly defined by the KreativEU Consortium Agreement (section 6.1, 6.3.7). The primary purpose of the QCT is to systematically evaluate the quality of all project deliverables and ensure their alignment with KreativEU's strategic objectives and established European standards for quality assurance in education.

QCT shall be collegially in charge of periodically reviewing and assessing the quality of all relevant project deliverables, providing their overall opinion as feedback to the Key Project

























Team, through the opinion on the quality of each deliverable (see Annex C). The Key Project Team shall then inform the responsible WP Leader and WP Co-Leader, who shall take any necessary steps within the WP Team to improve the quality and correct shortcomings. The Quality Officer shall report periodically (every year) to the Steering Committee about the overall quality level of deliverables and activities, and on the reception of the body's opinions and recommendations by the Key Project Team. In case of non-compliance or negligence by the Key Project Team as a whole or specific Members, the Steering Committee shall take the necessary decisions to enforce compliance and due diligence.

The WP Leader is responsible for submitting the deliverable draft together with the Selfassessment Form (see Annex A) to the Quality Officer at least 28 calendar days before the deliverable due date. The QO immediately forwards the documents to the QCT members for review. The QCT has 14 calendar days to issue an opinion on the matter and forward it to the Key Project Team (see Annex C).

The Key Project Team has 7 calendar days to send the final version of the deliverable to the Steering Committee (see Figure 2). The Steering Committee receives the final version of the deliverable at least 7 calendar days before the final deadline.



Figure 2. Deliverable assessment - flow of documents

As a rule, once a year, by the end of January of the following year, the leader of each WP sends an annual report to the QO summarising the activities undertaken in the area of quality control. This will enable the QO to report annually to the Steering Committee on the overall quality level of deliverables and activities, and on the reception of the body's opinions and recommendations by the Key Project Team. The report is to be submitted by the end of February the following year.

The template of a yearly WP Quality Control Report will be in force since November 2025, updated yearly.























Figure 3. Yearly Quality Assurance Report - flow of documents

3.5 Meeting Procedures and International Decision-making

The QCT meets according to guidelines explicitly set by the Consortium Agreement (section 6.2.2):

- Ordinary Meetings: at least every six months, with a notice of 20 calendar days; agendas distributed 7 days before meetings; additional items permitted until 5 days prior.
- Extraordinary Meetings: called by the QO or two team members, with a 7-day notice; agendas distributed at least 3 days before; additional items permitted until 2 days prior.

Decisions require a quorum of two-thirds of the members. If no quorum is present initially, a second meeting within 14 days may proceed without quorum restrictions. Decisions are made by simple majority, with the Quality Officer holding a casting vote in cases of a tie (Consortium Agreement, section 6.2.3).

3.6 Communication, Reporting and Transparency

Meeting minutes are drafted within 14 calendar days of meetings and shared with all members. If no objections arise within 7 calendar days, minutes are considered approved. All documentation and decisions made by the QCT are transparently communicated and archived systematically, reinforcing accountability (Consortium Agreement, section 6.2.2.5).

Annually, the QO prepares a Quality Assurance Report detailing reviews, identified compliance issues, and recommendations, formally presenting it to the Steering Committee for strategic oversight and governance purposes (Consortium Agreement, section 6.3.7.2). The due date of Quality Assurance Report is the last day of February of the year following the reporting year, based on WP Quality Control Reports received by the end of January.

























4 Quality Control Domains

4.1 Quality of Governance

It encompasses a broad range of standards and principles aimed at ensuring effective and ethical management. These focus on creating a transparent and accountable environment in which governing bodies operate efficiently and in the interest of all alliance participants. Key aspects include democratic and regulation-compliant election processes for representatives of all HEIs and cooperating organisations, as well as the development of new procedures that may arise during the course of the alliance.

The overriding principles of governance should be transparency and clarity in both the organisational structure and the decision-making processes within the alliance.

4.2 Educational Programmes

All educational programmes developed within the alliance must comply with European regulations and remain in line with the internal regulations of the HEI concerned. A common evaluation method should be developed for educational activities carried out within the alliance, based on the evaluation of educational activities both during and after the completion of a given activity, in the form of a standardised evaluation questionnaire for each type of activity. Its development will fall within the scope of WP2 activities. Implementation will be possible after final approval of the forms and data collection methods by the QCT within the deadlines set out in these rules, but always before the start of a given educational activity.

The quality assurance system of KreativEU of quality of education is based on quality assurance systems of each project partner. They are designed to ensure continuous improvement in curriculum design and delivery, incorporating feedback from students, academic and nonacademic stakeholders. This inclusive evaluation approach guarantees that educational programmes remain relevant, effective, and aligned with evolving academic and professional standards. It is guaranteed by each HEI from the KreativEU consortium.























All study programmes are subject to verification and control of each HEI and undergo regular accreditation by proper national agencies. These accreditations ensure full compliance with recognized educational standards and foster transparency and accountability. Curricula are developed in alignment with the European Qualifications Framework, emphasizing learning outcomes and competency-based, student-centred education. Evaluation methods are fair, consistent, and transparently documented to maintain trust and integrity in assessment and grading practices.

Faculty members are required to review and update course content and associated documentation annually. Each year, faculties submit a comprehensive quality assurance report to the university body responsible for quality assurance, which evaluates and formally approves the findings and recommendations.

Students play a key role in the feedback process by anonymously evaluating course content, instructional quality, and practical relevance every semester. These evaluations directly inform course development and instructional improvements.

4.3 Research

The members of the alliance will strive, in their joint scientific activities, to disseminate the results of their research obtained within the framework of the alliance in open-access form, within the limits of rational management of their resources.

The research group and the scientific products meet the highest standards of quality and relevance:

- Ethical Research Standards: Compliance with ethical guidelines and open-access policies.
- Impact and Collaboration: Promotion of interdisciplinary and international research partnerships.





















4.4 Mobility

The alliance will operate according to the standards developed under the Erasmus+ programme.

The focus will be on monitoring:

- the outcome and the satisfaction of participants
- rates of the participants to the mobilities foreseen (students, staff, stakeholders)
- Global Partnerships & Networks: collaboration with universities and industry worldwide.
- number of mobilities and number of internships.
- representation of students, staff and administrative staff.
- preferred countries, universities and study programmes.
- announcement of the selection procedure, selection criteria: grade point average, language competence, motivation, extracurricular activities
- benefits of mobility for practice.

4.5 Deliverables

The Quality Control Team follows a structured and transparent process to evaluate each submitted delivery:

Step 1 – Submission of Deliverables

WP Leader and/or WP Co-Leader formally submits a deliverable together with a completed selfassessment form (see Annex A) to the Quality Officer at least 28 calendar dates before the deliverable due date.

Step 2 – Assignment of Reviewers

Upon receipt, the Quality Officer assigns the review task to all QCT members or a specialized subgroup, based on the delivery's complexity, relevance, and overall team workload. The QCT has 14 calendar days to issue an opinion on the matter.

Step 3 – Individual Quality Reviews

Reviewers assess the deliverable individually using a standardized Quality Review Checklist (defined below in Annex B). Each reviewer completes this checklist, provides comments, and submits their feedback to the Quality Officer within a specified review period (typically























between 7 and 10 working days).

Step 4 – Compilation of Reviews and Decision-making

The Quality Officer compiles individual reviews into a consolidated Quality Review Report (template in Annex C). The Quality Officer makes a formal decision based on these reviews, using clearly defined criteria. Possible outcomes include:

- Approve Deliverable meets all standards and is ready for acceptance
- Approve with Minor Revisions Deliverable is generally acceptable but requires minor changes
- Major Revisions Required Deliverable has major quality or compliance issues requiring significant revisions and resubmission
- Reject Deliverable does not meet basic quality or compliance requirements, requiring fundamental reworking.

Step 5 – Communication of Decision

The Quality Officer officially communicates the decision, along with the Quality Review Report, to the Key Project Team. Key Project Team informs WP Leader and WP Co-Leader responsible for the deliverable. The Key Project Team has 7 calendar days to send the final version of the deliverable to the Steering Committee. The Steering committee receives the final version of the deliverable at least 7 calendar days before a deliverable due date.

Step 6 - Documentation and Archiving

All Quality Review Reports, final versions of deliverables, meeting minutes, and related documents are stored systematically in a secure and centralized repository, accessible to relevant KreativEU governance bodies for accountability, transparency, and future reference.

5 Future

A simplified as well as comprehensive quality assessment methodology has been set up to ensure the good quality of KreativEU project outcomes.

After each year of KreativEU project the Quality Control Team will make a review on Quality





















Control Plan in order to analyse the experience and feed-backs after one year work and improve the quality review process.























Appendices

Annex A – Self-assessment form

Proposed standardized form used by the WP Leader to summarize self-assessment:

Review Aspect	Comments and Details
WP Number	
Deliverable code and title	
Due date of deliverable	
Actual date of submission	
Name(s) of contributor(s)	
(Organisation/team/person/etc.)	
Dissemination level	
Name(s) of reviewers	
Deliverable assessment method	
The use of template form for KreativEU documents	□ yes
	□ no
	If no, comments:
Signature (WP Leader or co-leader)	























Annex B - Standardized Quality Review Checklist

Criteria the Quality Control Team should assess:

Format	Yes	No	Comments / Suggestions
Deliverable received by the agreed			
review deadline			
Official KreativEU template and			
formatting are correctly applied			
Required metadata included			
WP Number			
Deliverable code and title			
Due date of deliverable			
Actual date of submission			
Deliverable lead partner			
Dissemination level			
Name(s) of contributor(s)			
(Organisation/team/person/etc.)			
Revision history			
Content	Yes	No	Comments / Suggestions
The introduction adequately presents			
the document's content and goals			
The conclusion correctly underlines			
the main results achieved.			
Alignment with KreativEU strategic			
goals is clearly demonstrated			
Other changes			

(Checklist criteria are aligned with the QCT's responsibilities as outlined in the Consortium Agreement, 6.3.7.2, and supported by Project Description Part B, 2.1.2, which mandates alignment with several formal quality frameworks. Criteria such as formatting, clarity, and structure are included as standard components of formal deliverable assessments.)























Annex C – Standardized Quality Review Checklist

Proposed standardized form used by the Quality Officer to summarize individual reviews and formally communicate outcomes:

Review Aspect	Comments and Details
Deliverable Title / Code	
Work Package and Authors	
Date Received & Review Period	
Reviewers (names/subgroup)	
Identified Issues	
Recommended Actions	
Final Quality Decision	☐ Approve
	☐ Approve with Minor Revisions
	☐ Major Revisions Required
	□ Reject
Deadline for Revisions	(if applicable)
Signature (Quality Officer)	

























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