



**Annex 3: Report template of Adam University within the first 6 months of the project**

Name of the university/organization: Adam University

This report should be shared with QAG via email:

Template developed by ISM

	Questions/Tasks	Comments and Recommendations (you can remove them to put your answers instead)
1.	Provide your internal work plan of the DEFA project activities in detail, as well as the work group with persons, responsible for the WP activities, according to the work plan.	Adam University developed a <a href="#">work plan</a> for the DEFA project at AU, discussed it at a working meeting, where heads of structural divisions and the student government were present. Based on the results of the working meeting on 02.20.2023, the DEFA project work plan in AU was approved for the period from 12.2022 to 11.2025. This work plan for the DEFA project in AU reflects the main tasks and activities, indicating the deadlines and responsible persons for each work package in accordance with the position of employees within the project.  Table 1 also provides information about the responsible persons for the 1st half of the project.
2	Provide a needs analysis by focus group discussion related to financial autonomy to investigate the FA HEIs, employers' and students' needs, industry development requirements and financial autonomy long-term plans of HEIs in the country.  Provide a draft of questionnaires for analysis of existing/new model of financial autonomy (questionnaire for teachers, students, graduates, young professionals, alumni + a questionnaire for interested in project non-academic partners: potential employers, local associations, representatives of industrial enterprises, other parties that can somehow relate to the topic of the project.	<a href="#">The focus group meetings were conducted</a> online via the Zoom platform on 28.03.2023, 31.03.2023, and 03.04.2023. AU participated in all working groups of AU. Prof. Dr. Philipp Pohlenz moderated the discussions. Within the framework of sub-work package 1.1, the content-related objective is the implementation of analysis activities on the topic of financial autonomy of universities of the Kyrgyz Republic. The objective is to collect information on the current state of the financing system of Kyrgyz universities, the need for change, and the possible target state of financial autonomy. On this basis, further activities for the elaboration of the strategy and roadmap for FA of universities of the Kyrgyz Republic are derived. As a first step in thematically exploring the issue of Financial Autonomy, focus group discussions with university representatives were held.
3.	Preparation & publication of the Strategy and Roadmap for FA of the Kyrgyzstan universities developed in EN, KG & RU	An analysis of financial autonomy at the university was carried out;

	Based on the needs analysis provide the Strategy and Road map for FA of the Kyrgyzstan universities to develop and what has to be done (what are the needs?) to update the FA.	<p>Participation in the development of the draft Strategy and Roadmap for financial autonomy in universities of the Kyrgyz Republic;</p> <p>Participation in the development and discussion of a draft model of financial autonomy of universities</p> <p>Participation in the discussion of legal acts on financial autonomy</p> <p>Table 2 summarizes those responsible for the development of the strategy and roadmap</p>
4.	<p>Financial administrator &amp; vice-rector.</p> <p>Develop selection criteria, and based on these criteria select participants for the training at EU universities.</p> <p>Report on the criteria for their selection process to participate in trainings at EU universities.</p>	<p>In order to select participants for the training, AU is guided by the Regulations on Academic Mobility of AU staff and students and the goals and objectives of the project. Participated in the working meetings on the organization of training within the project.</p>
5.	Provide information about the responsible persons who will develop the Model of FA at your University on the basis of the EU Universities developed the Model of FA.	<p><a href="#">List of responsible persons</a> AU: Rector of AU-Sirimbard Svetlana, Vice Rector for Academic Affairs - Zhamangulov Azat, Vice -Rector for Development and Innovation - Suerkulova Nurkyz, Burul Alchieva – Chief Accountant</p>
6.	Report on persons responsible for the equipment purchase and software installation (these should be 2 different persons)	<p><a href="#">Table 3 indicates the equipment</a> that was purchased as part of the project and the persons responsible for purchasing the equipment.</p> <p>At the working meetings of the consortium of universities on the project, a list of equipment for each university was approved based on the need to use them in accordance with the needs of each university. After approval of the list of equipment, in accordance with the legislation of the Kyrgyz Republic, a competition for the purchase of equipment was announced for private universities, on the basis of which 3 commercial proposals were received.</p> <p>In accordance with the local documents of the UA, the decision to select an organization for the supply of equipment is made at a working meeting, which is attended by the following responsible persons: rector, chief accountant, head of the information department, lawyer, accountant cashier.</p>
7.	Dissemination plan	<p>As part of the project, a dissemination plan was approved and posted on <a href="#">Google Drive</a> and official <a href="#">website of AU</a></p>
8.	<a href="#">Schedule of dissemination events</a>	<p>From January 2023-May 2023</p> <p>-Webinars, Workshops, Trainings joint with teaching staff, students.</p> <p>From September 2023-December 2023</p> <p>- Research and Innovation- Seminars and conferences to showcase faculty research and</p>

		<p>innovation, workshops on research opportunities and funding for students.</p> <ul style="list-style-type: none"> <li>- Academic program and Services</li> </ul> <p><a href="#">Schedule of events for 2023</a></p>
9.	<p>Report on non-consortium organization that can be interested in the project</p>	<ul style="list-style-type: none"> <li>● Provide <a href="#">the list of non-academic partners</a> and organizations outside the project who can be interested in the project results</li> <li>● Provide the <a href="#">list of government establishments</a> and organizations who would be involved in implementation of the project.</li> <li>● Provide <a href="#">the list of Potential employers</a> (associations, scientific organizations, state institutions) who you will involve to the process of dissemination and QA <ul style="list-style-type: none"> <li><input type="checkbox"/> Lists should be provided in separate files</li> </ul> </li> </ul>
10.	<p>Report on implemented activities concerning dissemination of the project results.</p>	<p>A form has been developed for presenting a report on the <a href="#">dissemination of information of AU</a> and project results.</p>
11.	<p>Sustainability plan</p>	<p>Adam University has developed <a href="#">a sustainability plan</a> for the entire project.</p> <p>And also the <a href="#">sustainability plan</a> for Adam University was approved separately, which is available on Google disk.</p>
12.	<p>Quality Assurance Plan of your university and Quality Group of your university (2-4 persons)</p> <p><b>Establishing internal quality assurance system:</b></p> <p><b>1 Step:</b> to establish a Quality Group;</p> <p><b>2 Step:</b> after studying the ESG User's Guide documents, Quality Group</p>	<p>To ensure the quality of the activities of the AU, a quality working group was created on the basis of Order No. ___ dated _____. The working group consists of 3 people. Table No. 5 shows the full name, position held, and contact details of the <a href="#">working group</a>.</p> <p><a href="#">Quality Assurance plan of AU approved.</a></p>

should conduct a workshop on these documents;

**3 Step:** Quality Group identifies outputs/outcomes of the project specifically for its university

**4 Step:** Quality Group should develop the quality indicators to assess outputs/ outcomes of the project.

*Note: quality indicators should be based on the ESG User's Guide, taking into account the national educational law;*

Group creation steps can be found in the presentation, provided by IHSM during the Kick-off Meeting; documents.

**13.** Report on the communication process between your university and other Kyrgyz Universities, EU partners, the Coordinator and other project participants.

Communication within the project with members of the consortium takes place through email, WhatsApp groups, zoom conferences, and data exchange via Google Drive, which allows for efficient work.

**14.** Additional information

If you have any other additional important information, complaints, suggestions, problems with the project implementation process (or other project related processes) that you want to discuss/report, please, inform us about it.

**Table 1. Working group for the DEFA project (should be updated every 6 months)**

No	Name, Surname, email	Position	Responsibility (WP, tasks according to the work plan)
1 co-ordinator/ manager	Sirimbard Svetlana	Rector of Adam University	D 1.1; D 2.1; D 4.1; M 4.1.1; D 5.1; M 5.1.2; M 5.2.1; D 6.1; D 6.2
Researcher	Azat Zhanamangulov	Vice rector for educational affairs	D 1.1; M 5.1.1
Researcher	Nurkyz Suerkulova	Vice -Rector for Development and Innovation - Suerkulova Nurkyz	D 4.1; M 4.1.1; D 5.1

Technical	Burul Alchieva	Chief accountant	D 1.1; D 5.1
Administrative	Azima Choiubekova	Head of external relations department	D 1.1; D 2.1; M 5.1.1; M 5.2.1; D 6.1; D 6.2
Researcher	Abykeeva Meerim	Head of Economics, Management and Tourism Program	M 1.2.1; M. 1.2.2; M 1.3.1; M 1.3.2; M 2.3.1; M 5.1.2
Researcher	Asel Sharsheeva	Senior lecturer of Economics, Management and Tourism Program	D 4.1; M 4.1.1; M 4.1.2
Administrative	Atai Egemberdiev	Manager of external relations department	D 4.1; M 4.1.1; M 4.1.2

**Table 2. Strategy and Roadmap for FA that are to be developed and the deadlines of their updates (should be updated every 6 months)**

Strategy and Roadmap	Person/teacher/department/faculty responsible for the Strategy and Roadmap for FA	Short description of the Strategy and Roadmap	Deadlines
<i>Adam University</i>	Svetlana Sirmbard	<i>Coordination and control of work on collecting materials and analysis to develop a strategy and roadmap for the implementation and development of financial autonomy of the university. Participation in discussions on the development of strategy and roadmap within the project</i>	<i>With Work Plan of Project</i>
	Zhamangulov Azat	<i>Analysis and processing of materials and data to develop a strategy and roadmap for the implementation and development of financial autonomy of the university. Participation in discussions on the development of strategy and roadmap within the project</i>	<i>With Work Plan of Project</i>
	Meerim Abykeeva	<i>Collection and processing of materials and data to develop a strategy and roadmap for the implementation and</i>	<i>With Work Plan of Project</i>

		<i>development of financial autonomy of the university</i>	
	Burul Alchieva	<i>Collection and processing of materials and data to develop a strategy and roadmap for the implementation and development of financial autonomy of the university</i>	<i>With Work Plan of Project</i>
	Azima Choiubekova	<i>Collection and processing of materials and data to develop a strategy and roadmap for the implementation and development of financial autonomy of the university</i>	<i>With Work Plan of Project</i>

**Table 3. Responsible persons for the purchase of the equipment & software (should be updated every 6 months)**

<b>Equipment/Software</b>	<b>Name of the person(s) responsible for the equipment/software purchase</b>	<b>Occupation of the responsible persons</b>	<b>Contact information of the responsible persons</b>
Active Panel Titanium 86 4K Android 8.0	Suerkulova Zamira,  Rakhimov Kubanychbek	Head of Information Department;  Engineer of Information Department;	+996312530584,
3 x Desktop Computer/Intel Core i7-12700, 2 x DDR4 8GB, SSD 500G, HDD 1TB, Gigabyte B660M GAMING DDR4, CoolerMaster Hyper 212 SPECTRUM V2, Aeromax WSC-3012 Black, A4TECH KM-720 FN-KEY, A4TECH OP-720, LCD 27" Samsung	Suerkulova Zamira,  Rakhimov Kubanychbek	Head of Information Department;  Engineer of Information Department;	+996312530584,
1 x ConferenceCam Connect System	Suerkulova Zamira,  Rakhimov Kubanychbek	Head of Information Department;  Engineer of Information Department;	+996312530584,

Laptop apple macbook pro 13.3" 2022 apple m2 chip with 8-core cpu and 10-core gpu (8+512gb ssd)	Suerkulova Zamira,  Rakhimov Kubanychbek	Head of Information Department;  Engineer of Information Department;	+996312530584,
Epson L1800 printer (A3+, 15ppm A4, 191 sec A3, 5760x1440 dpi, 64-300g/m2, USB)	Suerkulova Zamira,  Rakhimov Kubanychbek	Head of Information Department;  Engineer of Information Department;	+996312530584,
MFU all in one/MΦY Canon imageCLASS MF3010  Printer-copier-scanner	Suerkulova Zamira,  Rakhimov Kubanychbek	Head of Information Department;  Engineer of Information Department;	+996312530584,

**Table 4. Recommendations for the design of information materials on the project (should be updated every 6 months)**

Each university should select a “blogger” who will post information about the project on the Internet. It is recommended to specify the following information:

- The name of the project - Development of financial autonomy of universities in Kyrgyzstan (DEFA);
- Official Internet website of the project (if available);
- Creation of a Facebook page about the project/adding the information about the project to the university Facebook profile;
- Logo of the project and address of the main website of the project in all electronic resources should be mentioned;
- Logo of the ERASMUS+ programme - available to download from the website of EACEA ([https://www.eacea.ec.europa.eu/about-eacea/visual-identity/visual-identity-programming-period-2021-2027/european-flag-emblem-and-multilingual-disclaimer\\_en](https://www.eacea.ec.europa.eu/about-eacea/visual-identity/visual-identity-programming-period-2021-2027/european-flag-emblem-and-multilingual-disclaimer_en));
- The following disclaimer shall be added to the inner pages of the publications and studies written by external independent bodies with support from the European Commission:  
*“Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor EACEA can be held responsible for them”;*
- Project reference number;
- Flags of the participating countries and/or logos of the organizations participating in the project;
- Next, depending on the specific objectives and the availability of space for placement of information: the composition of the project consortium, project implementation, goals and objectives of the project achieved/planned results, upcoming events;
- Photos of the project team, faculty and staff involved in the project;
- Photos of project events;
- Details of contact person for further information.

For disseminating information to Adam University responsible- Azima Choiubekova (publication on social networks such Facebook, Instagram websites and other social networks).

**Table 5. Quality Group (2-4 persons) from each partner-universities**

Nr.	University	Acronym	Name	Position	Email	w/a Number
8	Adam University	AU	Suerkulova Nurkyz	Vice-Rector for Development and Innovation	<a href="mailto:suerkulova@adam.edu.kg">suerkulova@adam.edu.kg</a>	+996558190882
			Sharsheeva Asel	Senior lecturer of Economics, Management, Tourism Program	<a href="mailto:asel-sharsheeva@mail.ru">asel-sharsheeva@mail.ru</a>	+996707008107
			Egemberdieva Atai	Manager of IRO	<a href="mailto:karalinka007@gmail.com">karalinka007@gmail.com</a>	+996700193636

#### INDICATORS OF ACHIEVEMENT AND EVALUATION TOOLS

There are Indicators of achievement and Evaluation tools for each evaluation area are defined, they are used for quality evaluation of all project activities (Table 6) throughout the project life cycle.

**Table 6. QA indicators and tools per area**

Element	Indicators of Achievement	Items to be evaluated
Project Management	<p><b>QUANTITATIVE</b></p> <ul style="list-style-type: none"> <li>Work plan has clear division of tasks and responsibilities of partners</li> <li>Project management reports, made using unified templates, are submitted in time</li> </ul> <p><b>QUALITATIVE</b></p> <ul style="list-style-type: none"> <li>Satisfaction of partners with Work plan</li> <li>Satisfaction of partners with project management</li> <li>Awareness of partners regarding project goals, project implementation, own responsibilities</li> </ul> <p>Satisfaction of partners with communication, cooperation and problem-solving abilities of partners</p>	<ul style="list-style-type: none"> <li>Information collected from project partners</li> <li>Updated Work plan</li> <li>Partners' reports</li> <li>6-month basis reporting documents</li> </ul>
	<p><b>QUANTITATIVE</b></p> <ul style="list-style-type: none"> <li>Guidelines to organising activities agreed and shared</li> </ul>	<ul style="list-style-type: none"> <li>Meetings' agenda &amp; minutes</li> <li>Signature Lists of participants</li> </ul>



Strategy and Roadmap of Financial Autonomy of HEI	<ul style="list-style-type: none"> <li>▪ Respecting the agenda &amp; the goals of the meeting</li> </ul> <p><b>QUALITATIVE</b></p> <ul style="list-style-type: none"> <li>▪ Quality of information and communication prior to and at the event</li> <li>▪ Satisfaction concerning organization of the meeting</li> </ul> <p>Partners have a clear plan of to do activities, responsibilities and procedures</p>	<ul style="list-style-type: none"> <li>▪ Visual supports (presentations, photos)</li> <li>▪ Partner Meeting Evaluation Form (Annex b)</li> </ul>
	<p><b>QUANTITATIVE</b></p> <ul style="list-style-type: none"> <li>▪ Strategy and Roadmap are fulfilled according to the time schedule</li> <li>▪ Contents of the Strategy and Roadmap match the description in the Application Form</li> </ul> <p><b>QUALITATIVE</b></p> <ul style="list-style-type: none"> <li>▪ Satisfaction of partners with content in terms of completeness, clarity and comprehensiveness</li> </ul> <p>Level of relevance of the defined learning outcomes and identified topics for the target group</p>	<ul style="list-style-type: none"> <li>▪ Published materials</li> <li>▪ Strategy and Roadmap of FA Evaluation: check-up (by a leading partner) (Annex c)</li> </ul>
Model of FA	<p><b>QUANTITATIVE</b></p> <ul style="list-style-type: none"> <li>▪ Model of FA are fulfilled according to the time schedule</li> <li>▪ Contents of the Model of FA match the description in the Application Form</li> </ul> <p><b>QUALITATIVE</b></p> <ul style="list-style-type: none"> <li>▪ Satisfaction of partners with content in terms of completeness, clarity and comprehensiveness</li> </ul> <p>Level of relevance of the defined learning outcomes and identified topics for the target group</p>	<ul style="list-style-type: none"> <li>▪ Published materials</li> <li>▪ Model of FA Evaluation: check-up (by a leading partner) (Annex d)</li> </ul>
Pilot implementation of Model of FA	<p><b>QUANTITATIVE</b></p> <ul style="list-style-type: none"> <li>▪ Guidelines to organising piloting agreed and shared</li> <li>▪ The Model of FA are piloted according to the time schedule</li> <li>▪ Each Model of FA is piloted in Kyrgyzstan</li> <li>▪ Min. 50 staff, teachers trained</li> <li>▪ Professors' and students' feedback of the pilot implementation collected</li> </ul> <p><b>QUALITATIVE</b></p> <p>Satisfaction of professors and students with content of piloted modules</p>	<ul style="list-style-type: none"> <li>▪ Programme of the event</li> <li>▪ Training materials</li> <li>▪ Signature Lists of participants</li> <li>▪ Report of activities</li> <li>▪ Training / study visit evaluation (Annex e)</li> <li>▪ Dissemination event – survey questionnaire for participants (Annex f)</li> </ul>

- Communication and dissemination event – report [scheme] (Annex g)

### QUANTITATIVE

- Guidelines to organising the study visits agreed and shared
- The event takes place as planned in the schedule

### QUALITATIVE

- The experience of European universities on financial autonomy
- Relevance of the defined learning outcomes and content for participants
- Satisfaction of participants with training content

- Programme of the event
- Published methodological materials
- Signature Lists of participants

- Report of activities
- Feedback from participants
- Training / study visit evaluation (Annex e)

Study visits to EU partner universities

### QUANTITATIVE

- Guidelines to organising the training events agreed and shared
- The event takes place as planned in the schedule

### QUALITATIVE

- Clearness of training objectives for participants
- Relevance of the defined learning outcomes and content for participants

Satisfaction of participants with training content

- Programme of the event
- Published methodological materials
- Signature Lists of participants

- Report of activities
- Feedback from participants
- Training / study visit evaluation (Annex e)

Training events

### QUANTITATIVE

- Development of the dissemination Plan
- Development of the Strategic plan on sustainability of the project results
- Development of Project Website and regular update in relation to project' progresses
- Promotion of information about the goals and results of the project in the media, scientific publications, as well as through participation in events (conferences, round tables) at the national and international levels
- Organisation and conducting the final project conference

### QUALITATIVE

- All project partners are involved in sharing information regarding project' progress and results
- Satisfaction of events participants with project results

- Published materials
- Plan of dissemination Evaluation: check-up (by a leading partner)

- Strategic plan on sustainability of the project results
- Social media statistics
- Number of visitors on the project website
- Number of newsletter recipients
- Number of participants to the project multiplier events
- Signature Lists of participants to multiplier or other events

Dissemination

- Dissemination event – survey questionnaire for participants (Annex f)