**WP 6 - Management**

**Quality Assessment Report for Meeting 1**

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REVISION SHEET

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**Table of Contents**

[1 Executive Summary 4](#_Toc507697179)

[2 Introduction 4](#_Toc507697180)

[3 The Assessment Questionnaire Structure 4](#_Toc507697181)

4 Analysis of Questionnaire Results ............................................................................................................5

5 Conclusions ….……………………………………………………………………………………………………………………………………….6

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# Executive Summary

This document presents the analysis aimed to assess the quality of the kick-off meeting of MSIE 4.0 partnership, which took place in Bangkok and Pathumthani between 12 – 16.02.2018. The quality assessment questionnaire was filled by 24 participants, representing the project partners and other organisations. The analysis indicated that project’s meeting was a success, especially regarding organisation, communication and quality of presentations.

# Introduction

The kick-off meeting of MSIE 4.0 partnership, which took place in Bangkok and Pathumthani, was aimed to present the MSIE4.0-CBHE Project, its objectives and main activities. It also gave the opportunity to the 9 partners to get to know each other, to understand the exact role they have within the project and ensure a good ownership.

The meeting, that brought together more than 50 participants from 4 different countries, included presentations of partners and expectations, the state of art regarding Southeast Asia mobility as well as to break out groups on all work packages. Prospective activities in the project, financial management issues and communication and dissemination issues were also covered during this event.

As a result the partners identified synergies, priorities and cooperation perspectives for each working package and planned the next steps for partners.

In order to ensure a proper quality for the next meetings, an event assessment questionnaire was designed by partners and it was used during the kick-off meeting.

# The Assessment Questionnaire Structure

The assessment questionnaire was designed to cover all the relevant aspects of the meeting, but also to be brief enough to avoid respondents’ boredom. The questionnaire had three sections: General information; Overall feedback; Strengths and limitations of the event.

The general information section had the following items:

1. Sex (please tick the appropriate option): □ Female □ Male
2. Your Age
3. Country
4. What is your present professional position?

The overall feedback section had following items (5-point Likert scale from 5 - “Most satisfied” to 1 - “Not at all satisfied”):

1. The event administration
2. The structure of the programme
3. The venue and facilities
4. The presentations
5. The discussions
6. The information I got will be of immediate use to me.
7. This event covered to a very high extent the topics I have expected.
8. I enjoyed the cooperation and interaction with the other participants.

The strengths and limitations of the event section had the following items:

1. Have you participated in similar events before? □ Yes □ No
2. Please illustrate any strengths of the event and contributions or activities you enjoyed:
3. Please indicate how you think the event could have been improved:
4. Any further comments?

# Analysis of Questionnaire Results

The questionnaire was filled by 24 participants, representing the partners, but also by other guests to the event. The gender structure was female (7) and male (14). (Not all respondents filled this questionnaire item.) The mean age of respondents was 45.1 years (youngest: 31; oldest: 70). The nationality of respondents was: Polish (3); Portuguese (3); Romanian (4) and Thai (14). The professional structure of respondents was: professors (5); associate professors (3); lecturers (3); assistant professors (2), doctoral students, research assistants and one executive director.

The statistical results for overall feedback are displayed in Table 1.

*Table 1*

|  |  |
| --- | --- |
| *Item* | *Mean*  *[max. 5]* |
| The event administration | 4.67 |
| The structure of the programme | 4.67 |
| The venue and facilities | 4.50 |
| The presentations | 4.58 |
| The discussions | 4.38 |
| The information I got will be of immediate use to me. | 4.46 |
| This event covered to a very high extent the topics I have expected. | 4.50 |
| I enjoyed the cooperation and interaction with the other participants. | 4.71 |

The variance of the results was between 0.23 – 0.52, which indicated that each mean expressed the results with a good accuracy.

Overall, the results were very good. The means were above 4.5 with two exceptions: “Discussions” and “The information I got will be of immediate use to me.” That means some arguments were not appropriate and some participants were not well prepared to discuss. The relative lower score obtained by “The information I got will be of immediate use to me” is explained by the fact the industry representatives felt that the industry and private sector were somehow neglected.

47.6% of the respondents participated at a similar event before.

There were recorded several comments which were grouped according to their subject.

**Comments regarding the event’s strengths and enjoyed activities:**

* “Good organization!”
* “Good collaboration!”
* “Good communication!”
* “Presence of people from industry”
* “Quality of discussions”
* “International collaboration”

**Comments regarding event improvement:**

* “Program to tight; too many journeys”
* “Session 13 was too long”
* “Too many presentations”
* “It should be shorter”
* “More discussions about private sector”

Most of the respondents were very satisfied with the organization of event, the collaboration between participants and the quality of discussions. The most dissatisfying aspect was the length of the event. Because the event’s length is imposed in a certain degree by the EU programme scheme, it cannot be shortened. What it can be done in the future is to include more diverse activities in such events.

# Conclusions

A questionnaire for assessment of MSIE 4.0 project’s events was designed and run for the kick-off meeting. 24 participants from all partners and other organisations filled the questionnaire. The results indicated that the event was well organized, the participants’ collaboration was efficient and discussions reached the desired quality.

The improvement suggested directly (“shorten the event”) cannot be applied directly, but a more diverse palette of activities can be included in such an event.