**WP 6 - Management**

**Quality Assessment Report for Meeting 4**

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REVISION SHEET

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# Executive Summary

This document presents the analysis aimed to assess the quality of the fourth meeting of MSIE 4.0 partnership, which took place in Częstochowa in June 2019. The quality assessment questionnaire was filled by 24 participants, representing the project partners. The analysis indicated that project’s meeting was a success, especially regarding organisation, communication and collaboration.

# Introduction

The fourth meeting of MSIE 4.0 partnership, which took place in Częstochowa, was aimed to assess the project development so far and to draw the directive lines of the future development. The focus of the meeting was on the 16 courses development, training on e-learning and remote labs. The meeting also included a breakfast with Polish entrepreneurs, when Thai project partners and Polish guests discovered opportunities for collaboration in business, research and tourism.

At the end of the meeting, the master programme’s structure was completely defined, the requirements for individual courses development were established and deadlines were set. Also, the participants progressed in understanding in-depth and acknowledging the use of e-learning in modern education.

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 meeting in Poland.

# 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 25 participants, representing the partners, but also by other guests to the event. The gender structure was female (9) and male (16). The mean age of respondents was 44.5 years (youngest: 27; oldest: 72). The nationality of respondents was: Portuguese (3); Romanian (3) and Thai (19) and Vietnamese (1). The professional structure of respondents was: professors (2); associate professors (5); lecturers (7); assistant professors (4), one research assistants and students.

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

*Table 1*

|  |  |
| --- | --- |
| *Item* | *Mean*  *[max. 5]* |
| The event administration | 4.28 |
| The structure of the programme | 4.08 |
| The venue and facilities | 4.44 |
| The presentations | 3.92 |
| The discussions | 3.76 |
| The information I got will be of immediate use to me. | 4.16 |
| This event covered to a very high extent the topics I have expected. | 3.88 |
| I enjoyed the cooperation and interaction with the other participants. | 4.52 |

The variance of the results was between 0.34 – 0.66, which indicated that each mean expressed the results with a good accuracy.

Overall, the results were good. The means were above 3.5. The lowest mean was recorded for item “Discussions”, but with one exception there were no reasons given for this in the comments section. Only one participant complaint about the lack of preparation of fellow participants. Also, the item “This event covered to a very high extent the topics I have expected” scored poor in comparison with other items. Considering the comments, few participants felt that a lot of time was waisted and the topics were not covered.

80% 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:**

* “Engagement of participants; cooperation”
* “Face to face meetings are prone to be the best.”
* “get together with other participants”
* “Dinner and discussions”
* “Sharing ideas and discussions”
* “Gain Culture and Experience. Cooperation”

**Comments regarding event improvement:**

* “The schedule is too long.”
* First the teamwork afterwards the presentations
* “better planning of sessions - shorter time”

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. Actually, 24% of participants complaint about the length of the event.

# Conclusions

A questionnaire for assessment of MSIE 4.0 project’s events was designed and run for the fourth meeting. 25 participants filled the questionnaire. The results indicated that the event was well organized, the participants’ collaboration was efficient and discussions reached the desired quality.

The most frequent complaint was related to the length of the event. So, measures in this direction should be envisaged in the future.