THE QUALITY ASSURANCE FRAMEWORK OF THE IDEA PROJECT

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Introduction

This document provides educators with an overview of the IDEA Quality Assurance Framework.
The Framework consists of various "standards and criteria" and has been created to support educators enhance the inclusiveness of their online courses. The standards and criteria specific to each fiche can be found under "section 1." of the previous 15 fiches.

1. How to use the standards and criteria

The standards and criteria have advisory role, not judgemental. They provide recommendations to enhance the inclusiveness of digital education for a particular course. They do not make any provision on the content and pedagogical approach; both remain under the sole responsibility of the faculty, programme manager and institution.

All standards and criteria should be applied under the following condition **if content and pedagogical approach permit it.**

2. The summary table of the standards and criteria

STANDARDS					
CRITERIA	1. Institutional policy	2. Programme management	2. Course design & preparation	3. Course delivery	4. Course evaluation & assessment
	1.1. Availability of the appropriate equipment	2.1. Availability of trainings for the non-academic staff & facilitation of information-sharing	**Technical & financial**	**Technical & financial**	**Course evaluation**
	1.2. Existence of institutional policies that facilitate the integration of digital education	2.2. Consideration of the different time zones in which students might be located	3.1. Measures in place for the minimisation of financial costs	4.1. Availability of technical support throughout a course	5.1. The course evaluation mechanisms are adapted to digital learning
	1.3. Provisions for the logistic & technical support of students in the case of continuity digital education	2.3. Consistency between the different courses to avoid different rules of conduct	3.2. Considerations for the students with limited internet speed	4.2. Availability of replays after a course is delivered	**Exams & knowledge evaluation**
	Technical support	2.4. Measures taken to maintain the use of compatible equipment in the different courses	3.3. Measures taken to inform the students regarding the necessary equipment	**Course structure & interactivity**	5.2. Consideration of individual learning difficulties
	1.4. Existence of institutional directions for the harmonisation of the type and number of the used platforms	2.5. Existence of specialised support mechanisms for students at risk	3.4. Consideration regarding the workload in the digital context	4.3. A course design that allows socialisation at the beginning	5.3. Measures in place to avoid technical problems during the exams
	1.5. Easy & barrier-free access to digital education	2.6. Availability of preparatory courses online for the students	3.5. Availability of the material for the students to be prepared in advance	4.4. A course design that allows interactions as opposed to one-side lectures	5.4. Informing the students in advance of the exams format
	1.6. Existence of clear institutional policies regarding digital education etiquette		3.6. Provisions to allow real-time and/or asynchronous interaction between students & faculty and among the students	4.5. Measures taken to avoid lengthy online courses	5.5. Existence of technical support during the exams
	1.7. Availability of appropriate trainings & technical support for staff & faculty		**Information**	4.6. Existence of monitoring mechanisms for the in-time identification of difficulties among students	
			3.7. The syllabus describes clearly the prerequisites	4.7. Measures in place to avoid the isolation of students and ensuring diversity in the groups	
			3.8. The syllabus provides information on the digital etiquette/netiquette that applies to each course	**Information**	
			3.9. Informing of the students in advance about the type & level of technical/pedagogical/psychological support that is available to them	4.8. Course etiquette & rules are regularly reminded to students	

3. Additional material

- The complete Quality Assurance Framework of the IDEA project can be downloaded from this link: https://theideaproject.eu/wp-content/uploads/2022/04/IDEA-IO2-QA-Framework-for-Inclusive-Digital-Education.pdf

- The research finding of the first phase of the IDEA project and the Reference Framework for Inclusive Digital Education can be downloaded from this link: https://theideaproject.eu/wp-content/uploads/2022/04/IDEA_IO1-Reference-Framework-1.pdf