Project No.: 618103-EPP-1-2020-1-PS-EPPKA2-CBHE-JP

Edu4ALL

Disability as diversity: The inclusion of students with disabilities in higher education

Deliverable D3.1.17	Document Generation Procedure

Work Package (WP)	WP3: Quality Plan
WP Leader	The University of the Basque Country
WP members	Palestine Technical University Kadoorie National & Kapodistrian University of Athens Irbid National University Partners for Sustainable Development The University of Jordan Al-Ummah University College Palestine Technical College Int@E UG
Issue date	15 June 2021
Version/Status	Final

Project partners

[Palestine Technical University Kadoorie](#)
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Germany

Project information

Project number	618103-EPP-1-2020-1-PS-EPPKA2-CBHE-JP
Action code	CBHE-JP
Project acronym	Edu4ALL
Project Title	Disability as diversity: The inclusion of students with disabilities in higher education
Funding scheme	Erasmus+ KA2
Date of EC approval	31/07/2020

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Document Data

Distribution List*	RE
Work Package	WP3: Quality Plan
Task	3.1 Defining the quality framework for the project
Deliverable Title	Document Generation Procedure
Work Package Leader	The University of the Basque Country
Work Package Members	Palestine Technical University Kadoorie National & Kapodistrian University of Athens Irbid National University Partners for Sustainable Development The University of Jordan Al-Ummah University College Palestine Technical College Int@E UG
Date of issue	15/06/2021
Total number of pages	7

*Choose from:

PU (Public)

RE (Restricted to a group specified by the Consortium (including the Commission Services)

CO (Confidential, only for members of the Consortium (including the Commission Services)

Version History

Version	Date	Author/Organization
V0.1	10/3/2021	S. M. Espín-Tello, N. Garay-Vitoria, M.Arrue/ UPV-EHU
V0.2	06/4/2021	S. M. Espín-Tello, N. Garay-Vitoria, M.Arrue/ UPV-EHU
V0.3	10/04/2021	Y. Awwad/ PTUK
V1	14/04/2021	S. M. Espín-Tello, N. Garay-Vitoria, M.Arrue/ UPV-EHU, Y. Awwad/ PTUK, UoA, INU, UJ, UUC, PTC, PSD, Int@E UG.
Final	15/06/2021	S. M. Espín-Tello, N. Garay-Vitoria, M.Arrue/ UPV-EHU, Y. Awwad/ PTUK, UoA, INU, UJ, UUC, PTC, PSD, Int@E UG.

Edu4ALL D3.1.17 Document Generation Procedure

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1. Purpose of the procedure:

This procedure describes how to generate and uptade documents within Edu4ALL project.

2. Procedure: Description of each step:

      1. Select the appropriate document template (please see table below).

      2. Rename it by using this format:

            Edu4ALL_WP#_type_Identifier/title_version.extension

where

      · **WP#:** indicates the WP number (#: 1-5);

      · **type:** is a character indicating the type of document:

Type of document	Suggested template (see "Templates/General documentation templates/Consolidated/Final versions" folder)
D = Deliverable	Edu4ALL_WP3_D3.1.1.docx
R = Report	Edu4ALL_WP3_D3.1.2.docx
Q = Questionnaire	Edu4ALL_WP3_D3.1.3.docx
M = Minutes of Meeting	Edu4ALL_WP3_D3.1.4.docx
PP = Presentation (PowerPoint)	Edu4ALL_ WP3_D3.1.5.pptx
E = Excel file	Edu4ALL_ WP3_D3.1.6.xlsx
P = Procedure	Edu4ALL_WP3_D3.1.7.docx
T = Training/Teaching material (courses)	Edu4ALL_WP3_D3.1.1.docx, Edu4ALL_ WP3_D3.1.5.pptx, or Edu4ALL_ WP3_D3.1.6.xlsx
S = Service/Product	Edu4ALL_WP3_D3.1.1.docx or Edu4ALL_WP3_D3.1.2.docx
A = Assignment	Edu4ALL_WP3_D3.1.1.docx or Edu4ALL_WP3_D3.1.2.docx

O = Others	It depends

· **Identifier/title:** If a Deliverable, an alphanumeric code up to six characters to identify each document (e.g. D4.1 for Deliverable 1 in WP4). Otherwise, this code is not needed and a title is used instead.

· **version:** Please see Step 3.

· **extension:** .docx for MS Word™, .pptx for MS Power Point™, .xlsx for MS Excel™, .pdf for final versions.

3. In draft versions, number the versions with 0.1, 0.2, … in order to be distinguished from the released versions which are numbered with 1, 2, ….

4. Fulfill the document.

5. When completed, please determine whether certain parts of the template have to be deleted because they are not needed (List of Tables / List of figures / List of acronyms / …).

It is important to keep all the versions of the documents in the common collaboration space. If another version of a document that already exists is created, it must be saved as a new version, rather than modifying the one that already exists.