

574099-EPP-1-2016-1-|T-EPPKA2-CBHE-SP

*“Paving the way to interregional mobility and ensuring
relevance, quality and equity of access” - PAWER*



“Quality Control and Monitoring Plan” GENERAL PLAN

Partner Responsible:

Wroclaw University of Environmental and Life Sciences -
WUELS

Project Coordinator:

University of L’Aquila - UNIVAQ

Quality Control and Monitoring Plan

The Quality Control and Monitoring of the project PAWER, concerns:

1. EVALUATION OF THE PROJECT ACTIVITIES IMPLEMENTATION, METHODOLOGY, MANAGEMENT AND MONITORING;
2. EVALUATION OF THE CREDIT COMPARISON AND RECOGNITION PROCEDURES: METHODOLOGY AND TOOLS, LEARNING OUTCOMES SYNOPSIS AND COMPLIANCE WITH INSTITUTIONAL NEEDS AND PARTNERSHIP REQUIREMENTS;
3. EVALUATION OF PROJECT OUTPUTS/OUTCOMES IMPACT AND THEIR SUSTAINABILITY.

During the Kick Off meeting held in Wroclaw (PL) by February 2017, the project partners agreed on the following Quality Assessment process:

QUALITY CONTROL AND MONITORING SYSTEM ESTABLISHMENT:

- the Steering Committee (SC) is responsible of the Quality Assessment according to the agreed Plan and provides the Working Groups (WGs) established in each partner institution with the needed information and documentation;
- the national leaders co-operates with the SC and WGs members for the monitoring and assessment of the activities and their evaluation.

QUALITY CONTROL AND MONITORING GENERAL PLAN:

- Quality Assessment concerns all the project activities and results and will be based on internal and external evaluation:

- **Internal Mechanisms of Quality Control**, are:
 - approval by the Steering Committee of half-yearly partners narrative and financial project reports (Template annexed);
 - analysis and approval of the proposed staff re-training courses;
 - evaluation surveys on concerned country Partners' narrative reports by each national coordinators;
 - the selection of the study programmes for the pilot comparison process: criteria and application results;
 - peer reviews prepared by the responsible staff of the fields of study branches identified by the SC for the pilot actions;
 - evaluation surveys on the projecting and presentation of the selected pilot curricula prepared by the educational experts members of the WGs;
 - assessment of the pilot staff re-training;
 - assessment and approval by the institutional authorities;
- **External Mechanisms of Quality Control**, by expert(s) appointed by WUELS, are:
 - Evaluation of project activities, methodology and outputs/outcomes;
 - Feed back and approval by the certification bodies;
 - Adoption of the competency-based methodology for comparing and assessing the training courses curricula;
 - Assessment of impact of adopted methodology for Dissemination and Exploitation of results.

1 - EVALUATION OF THE PROJECT ACTIVITIES

The Quality Assessment concerns the project activities and will be based on internal and external evaluation:

- The responsible for internal general evaluation is the SC;
- The responsible for the internal evaluation for each Partner is its SC member;
- The responsible of the external evaluation is/are the expert(s) appointed by WUELS.

1.1 - The objectives of the quality control :

- To control the conformity of the project implementation with the program approved by the EC;
- To provide the partners with tools and methods for the implementation of the activities in conformity with the approved project (the general plan, the typology and the sequence of the activities) ;
- To evaluate the conformity and adequacy of the human resources and materials mobilised;
- To identify the limits of human resources and materials mobilised for the implementation of the activities and allow the partners to find the solutions;
- To check the quality of the productions and services provided;
- To evaluate the appropriateness of the training courses developed/updated;

- To evaluate the efficaciousness of the procedures for the general and financial management, the decision making process among the partners;
- To evaluate the monitoring and assessment process.

1.2 - Activities:

- 5.1.
- **Establishment of Quality Assessment and Monitoring Strategy**
- 5.2.
- **Internal and external control of project activities (at least 4 internal reports and 3 from the external expert(s) appointed by WUELS)**
- 5.3.
- **Quality assessment of the financial management of project funds.**

1.3 - The actors:

- The Steering Committee
- The Working Groups
- The national leaders
- The representatives of the fields of study identified by the SC for the pilot actions
- The external evaluation expert(s) appointed by WUELS

WUELS coordinates all the evaluation activities at national and transnational level in strict cooperation with the project coordinator UNIVAQ.

1.4 -The general plan for the project quality assessment and monitoring

The quality assessment and monitoring will follow 2 procedures in each country :

- external assessment :

The WUELS experts' team appointed for this activity will make a continuous and progressive assessment in a independent way and in an external point of view, in each country. The general evaluation criteria will give it the right independence and legitimacy.

- internal assessment :

The SC will be the key body for the implementation of the activities according to the plan approved and the foreseen objectives. It is also responsible of the right implementation of the quality assessment plan. The SC has the competences and the means for identifying and measuring the indicators of the actions progress and results quality. It has also the support of the National experts of each country, the WG's leaders reports and, independently, of the WUELS experts.

The external and internal evaluation will allow the identification of discrepancies between the foreseen results and those obtained, but also the needs expressed by the stakeholders involved, the regional/national development agencies, the students, the teachers. The evaluation of each single result and activity will be at the same time qualitative and quantitative.

WUELS could make interviews to the participants, provide questionnaires and will have at its disposal all the documents and reports related to the project meetings and actions. WUELS will present the report on the evaluation to the SC meetings 2 times per year in order to allow the members to plan and agree a reorganization of the work and make the due corrections.

1.5 – Methods and tools

N°	Key Actions	Results	What /How	Dates
----	-------------	---------	-----------	-------

1	<p>WP1: Data collection (Preparation) 1.1.Share of information on the 13 (5EU and 8PC) Framework of Qualifications, credit systems, level of application of ECTS system. 1.2.Knowledge of recognition methodology used in each PC institution, within existing EMA2 projects.</p>	<ul style="list-style-type: none"> • The survey questionnaires developed and distributed by M6; • Survey database created and needs analysis completed by M8; • Comparative analysis of credit systems at national and institutional level and report ready by M10 and approved by the SC by M12 	<p>What: Kick Off meeting report SC agreements</p> <p>How: Questionnaires and interviews to the SC members</p>	May 2017
2	<p>WP2: Organization of Study visits in EU (Development) 2.1.Staff selection criteria and pilot group identification in each PC university. 2.2. Training in EU of staff pilot group.</p>	<ul style="list-style-type: none"> • Staff selection criteria defined and agreed by M8; • One week training in EU completed by M10; • Internal Workshops/Seminars for dissemination to other staff, teachers and students the experience and competence gained in EU (M11-15); 	<p>What: Official Documents of SC Report of EU universities organising the training Report of PC universities organising the Seminars</p> <p>How: Questionnaires to PPs and other participants</p>	From June 2017 To January 2018
3	<p>WP3: Enhancement of staff skills and strategy development (Development) 3.1. Constitution of a permanent Local Team in each PC university and preparation of the first draft of the comparative scheme between local credit system and ECTS. 3.2. Comparative scheme reviewed and officially agreed during the first regional meeting.</p>	<ul style="list-style-type: none"> • First Regional Workshop (1 in each region, 3 in total), with the participation of Ministries and EU partners, M16-18; • Grade systems comparative analysis at regional level ready by M15; • Credit recognition and grades transfer within each region, first draft by M16; 	<p>What: Official Documents Reports of the organising institutions</p> <p>How: questionnaires to PPs and other observers/stakeholders</p>	From March 2018 To December 2018
	<p>WP4: Pilot degree courses adaptation (Development) 4.1. Identification of at least 5 fields of study and description of profiles, by general and specific LOs. 4.2. Allocation of ECTS to each Module. 4.3. Data on Students' performances for these modules in the last 3 years . 4.4. Synoptic scheme of grade systems and Manual for the correct transfer of grades.</p>	<ul style="list-style-type: none"> • Pilot degree courses identified by M18; • Allocation of ECTS to the Modules, • data collection of students' performance (percentage table) in the selected Modules in the last 3 years, by M24; • Synoptic scheme draft ready by M24 • Manual final version by M34 	<p>What: SC documents Institutional official document</p> <p>How: Questionnaires to students and teachers WGs reports Project official documents</p>	From June 2018 To June 2019
	<p>WP5: Quality Control and Monitoring 5.1. Definition of Quality Control and Monitoring strategy and tools. 5.2. Four evaluation reports by the independent evaluator.</p>	<ul style="list-style-type: none"> • Quality Control and Monitoring strategy defined and agreed by M8; • At least 4 Internal evaluation reports provided by the partner responsible, M8,18,26,34; • Four quality assessment 	<p>What: SC documents Institutional official document</p> <p>How: Questionnaires to students and teachers Project official documents Quality expert reports</p>	From January 2017 to October 2019

	5.3. Financial Auditing report.	reports provided by the external expert by M8, 18, 24, 36; • Reports and materials translated in local languages, by M12, 24, 36; • Financial flows evaluation by UNIVAQ financial officer	Financial officer reports	
	WP6: Dissemination Strategy and Tools 6.1. Dissemination and Sustainability strategy, production of dissemination material 6.2. Awareness arising on recognition issues through workshops and project website. 6.3. Dissemination of new competence to other institutions. Agreements among PC and EU PPs for continuation of cooperation within "Credit Mobility" projects. Website preparation and updating. 6.4. Involvement of national Authorities (8 Regional meetings).	• Evaluation reports on the impact of EMA2 projects in the 3 regions ready by M30; • Practical examples of credit and grade recognition in ongoing EMA2 and "Credit Mobility" projects, M24, 28, 32; • Second Regional Meetings (1 per each region, 3 in total) for the dissemination of the methodology, M28-32; • Manual for a transparent recognition of mobility and credit/grade transfer extended to other fields of studies, by M30; • Project web site prepared by M6; • Regional meetings materials disseminated in English and local languages by M18 and M34;	What: SC documents Institutional official document WGs documents Organisers reports How: Questionnaires to students and teachers Project official documents Questionnaires to the attendees of the Regional meetings Quality expert reports Financial officer reports	From January 2017 to October 2019
	WP7: Management of the project 7.1. Project management structure and body: financial flows and coordination strategy. 7.2. Local and transnational coordination of the project. 7.3. 4 SC meetings.	• A project Steering Committee and coordination structure (staff and office) created by M3; • Managing rules, Partnership Statements defined and agreed by M3; • 4 SC meetings by M3, 12, 24, 35	What: SC documents Institutional official document WGs documents Financial officers reports How: Questionnaires to meetings' participants Project official documents Quality expert reports UNIVAQ Financial officer reports	From January 2017 to October 2019

2 - EVALUATION THE OF THE STAFF RE-TRAINING COURSES

The following was agreed:

- Training Quality Assessment concerns the design, the implementation and the learning outcomes;
- Training Quality Assessment will concern also the competences acquired by the teachers for a correct design and continuous evaluation of Degree programmes;
- Training Quality Assessment will be based on internal and external evaluation:

- **Internal Mechanisms of Staff re-training Quality Control**, are:
 - approval by the WGs of the training contents and aims (i.e.: clear methodologies used for designing and up-dating the curricula, common vision of credit appointment to modules, etc.);
 - approval by the Steering Committee of the WGs proposals;
 - the mandatory dissemination to other staff of the partner institutions;

- **Internal Mechanisms of pilot Curricula Quality Control**, are:
 - approval by the WGs of the methodologies used for designing and up-dating the curricula;
 - approval by the Steering Committee of the WGs reports;
 - approval by the Steering Committee of the selection of pilot programmes;
 - the mandatory accreditation of all the pilot study programmes and prepared recognition/comparison manuals for teaching staff;
- **External Mechanisms of Quality Control**, are:
 - Evaluation of the external stakeholders involved in the process;
 - Evaluation of the expert(s) appointed by WUELS;
 - Feed back and approval by the Ministries.

2.1 -The objectives of the quality control of the selected pilot Degree Courses:

The programmes quality control and assessment will take into consideration the achievement of the objectives envisaged and the appropriateness of the profiles identified for the pilot comparison to the regional/national needs, the use of EQF and NQF for the identification of the professional profiles, the feedback from the employers.

UNIVAQ is responsible of the general strategy and will provide indicators and methodology.

The proposed methodology follows the **competency-based** approach according to the specifications of the EQF for designing, implementing and delivering courses, and consists of the following steps:

1. *Needs analysis, support & resources*
2. *Professional Profile identification*
3. *Programme Learning Outcomes (LO); definition of Generic and Specific Competences*
4. *Classification of Units LO according to the 3 identified categories: knowledge, skills, competences and by using the 5 Dublin Descriptors:*
 - *Acquiring knowledge and understanding*
 - *Applying knowledge and understanding*
 - *Making informed judgements and choices*
 - *Communicating knowledge and understanding*
 - *Capacities to continue learning*
5. *Structure programme into Course Units, defining LO and ECTS for each module;*
6. *Teaching and learning methods:*

activities =>tasks =>knowledge =>skills => competences => level =>ECTS
7. *Assessment*
8. *Evaluation system & quality enhancement*

The “**Checklist for Degrees Evaluation**”, within the framework of training evaluation according to EQF, distinguishes the following elements:

- The educational process,
- the educational outcomes and
- the means and facilities required for programme delivery.

Thus the objectives of the evaluation will be

Educational Process:

- professional profile (aims educational programme)
- learning outcomes and competences to be achieved
- coherence of profile / educational programme
- feasibility of programme
- teaching, learning and assessment methods

- connection of the course with the national framework
- modular architecture:
 - *title and reference of the module*
 - *pedagogical aims*
 - *pre-requisites*
 - *pedagogical content*
 - *training modalities, traineeship included*
 - *assessment methods*
 - *duration*

Educational product / outcome:

- EQF level
- Certification in the national system (NQF)
- Employability

Means and facilities required:

- Structural and technical facilities
- Teachers/staff qualification

2.2 - Activities:

- 1.2.1.
 - **Internal control of programme and peer review**
- 1.2.2.
 - **External control of programme**

2.3 -The Actors:

- The Steering Committee;
- The 13 Working Groups;
- The 8 national leaders;
- The representatives of the curricula identified for piloting by the SC;
- The WUELS evaluation team.

UNIVAQ coordinates all the evaluation activities at national and transnational level.

2.4 -The general plan for the comparison of grading systems

The quality assessment will follow the EGRACONS methodology for each profile:

- *Internal evaluation:*

The national leaders with the support of the members of the Working Groups, following the direction of UNIVAQ and USZ, will collect the data on students' performance in the last 3 years.

- *External evaluation:*

WUELS is responsible of the general plan and of the correct application of the identified methodologies. The final decision about the strategy and methods for the curricula evaluation and quality assessment of the synoptic scheme of grading systems will be taken before the mid-term report.

The external evaluation will allow the identification of discrepancies between the foreseen results and those obtained, but also the needs expressed by the WGs, the students, the teachers. The evaluation will be at the same time qualitative and quantitative.

3 - EVALUATION OF THE PROJECT OUTPUTS/OUTCOMES IMPACT AND THEIR SUSTAINABILITY

The Quality Assessment concerns the short term and long term project impact and will be based on internal and external evaluation:

- The responsible for internal general evaluation is the SC;
- The responsible for the internal evaluation for each Partner is the SC member;
- The responsible of the external evaluation are WUELS' experts.

3.1 - The objectives of the quality control:

- To provide the partners with tools and methods for a correct and fruitful dissemination plan;
- To evaluate the adequacy of the dissemination materials produced;
- To identify the target groups to be reached and possible limits and to find the solutions;
- To evaluate the efficaciousness of the selected methods of dissemination;
- To evaluate the exploitation potentials of the project results;
- To provide qualitative and qualitative indicators for the assessment of the project impact in the vocational education system in the countries involved

3.2 - Activities:

- 3.2.1.
- Internal and external control of project activities
- 3.2.2.
- Quality assessment of the impact

3.3 - The actors:

- The Steering Committee;
- The 3 Working Groups;
- The 3 national leaders;
- Regional and national stakeholders;
- The external evaluation team.

WUELS coordinates all the evaluation activities at national and transnational level.

4. Dates of controls: from November 2016 to October 2019

In order to implement this activity, WUELS, in cooperation with the LP and other partners, develops special methodologies and documents (questionnaires, samples of interviews, etc.) for the Quality Assessment of the project activities and for the evaluation of the curricula. These documents are integral part of the above described General Plan.

ANNEX 1 – Questionnaire for the evaluation of project meetings	ANNEX 3 – Questionnaire/interviews for the needs analysis	ANNEX 5 – Questionnaire trainers' training evaluation
ANNEX 2 – Questionnaire for the evaluation of national meetings	ANNEX 4 – Questionnaire/interviews for the training course design evaluation	ANNEX 6 – Questionnaire regional meetings attendees evaluation