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**Development of approaches to harmonization of
comprehensive internationalization
strategies in higher education, research
and innovation at EU and Partner Countries
(HARMONY)**

QUALITY CONTROL PLAN

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LIST OF ABBREVIATIONS

HARMONY	<i>"Development of approaches to harmonization of comprehensive internationalization strategies in higher education, research and innovation at EU and partner countries"</i> <i>Erasmus + KA2 CBHE project 561561-EPP-2015-1-ES-EPPKA2-CBHE-SP</i>
EU	<i>European Union</i>
PC	<i>Partner country</i>
EACEA	<i>The Education, Audiovisual and Culture Executive Agency</i>
KA	<i>Key Action</i>
CBHE	<i>Capacity Building in Higher Education</i>
LFM	<i>Logical Framework Matrix</i>
WP	<i>Work Package</i>
M_xY_x	<i>Meeting X Year X</i>
SC	<i>Steering Committee</i>
QCC	<i>Quality Control Committee</i>
PEB	<i>Project Expert Board</i>
QA	<i>Quality assurance</i>
QCP	<i>Quality Control Plan</i>



INTRODUCTION

This document presents the Quality Control Plan for *Erasmus + KA2 CBHE project 561561-EPP-2015-1-ES-EPPKA2-CBHE-SP "Development of approaches to harmonization of comprehensive internationalization strategies in higher education, research and innovation at EU and partner"* (HARMONY). It is developed in the scope of the WP 5 (Quality Control Plan) of the Project in compliance with the Project description and all applicable rules & guidelines.

Quality control is an integral part of the project and aims to ensure that objectives are met in the most effective way. This Quality Control Plan (QCP) defines the general approach to quality control, internal and external evaluation and the procedures to be followed by the partners for effective communication as well as production and documentation of the Project deliverables. The document outlines the strategy for how the quality control mechanisms will be applied so that the operational, management and working procedures are comprehensively monitored and improved throughout the project duration.

The QCP contains a set of scheduled activities and defines the objectives, roles and responsibilities. The QCP includes established indicators, methodology and procedures for evaluation of project activities and results. For each task it determines the responsible partner(s), timeframe and tools of implementation, the expected results or products, as well as the respective quality criteria.



STRATEGY OF THE PROJECT QUALITY CONTROL

The quality control strategy of HARMONY project will ensure that quality is planned for both the deliverables and activities. This QCP will consist of the methodology on implementation of the project's internal guidelines for reporting and reviewing procedures to ensure the project's Quality Assurance. It will focus on the assessment of quality assurance, as well as monitoring and evaluation of project management, communication, dissemination strategies, working meetings and the steering group performance. It will review the quality of project outputs in the framework of quality indicators approved by all the partners. The monitoring of project progress and quality of outputs in each WP will ensure the high quality of project outcomes and will guarantee the compliance of project results with project objectives.

The Quality Control Plan has two levels of evaluation of the Project: ***internal and external.***

I. INTERNAL EVALUATION

The internal evaluation of the Project comprises two main components:

- **Day-to-Day Internal Evaluation of the Project:** A Quality Control Committee (QCC) will be set up during the Kick-off meeting (M1 Y1) comprising contact persons of PCs and EU partners (1 from each). QCC will evaluate the project implementation process on a day-to-day basis and report during the Coordinating meetings.
- **Project Expert Board** will be nominated in order to conduct an evaluation of analytical materials (WP2, WP3 and the tool kits (WP4) produced by the partners. The PEB will be established during the Kick-off meeting (M1 Y1) and will consist of senior representatives of PCs and EU partners including representatives from Ministries of Education of PCs (1 from each) and External experts. The PEB will be the main strategic body for quality control and monitoring; it will monitor and approve the quality



of the planned project results against established qualitative & quantitative indicators of progress (LFM). The PEB will meet 3 times during the project: M1Y1 Seville, M2Y2 Rome and M4Y3 Voronezh. The work will be mainly undertaken through the online communication tools (via intranet, e-mail, video conference, etc.). The Board will produce reports and recommendations on the regular basis in correspondence with the Project Work and QCP.

II. EXTERNAL EVALUATION

The external evaluation of the Project comprises the following components:

- **External evaluation of the entire project** will be conducted by two independent experts – Ms. Maria Luisa Borra and Mr. Declan Kennedy. They will produce mid-term evaluation and final evaluation reports.
- **Peer reviews and inter-project coaching** with Erasmus+ projects on internationalisation will be carried out via videoconferencing or meetings in person.
- **Monitoring** of the project will be implemented by National Erasmus+ Offices and EACEA according to their schedule of projects' monitoring process.

The quality assurance activities will be based on ***qualitative data*** (i.e. meeting the specified deadlines, achievement of targets and indicators) and on ***quantitative data*** (i.e. answers to questionnaires and reports). Data will be gathered from all project partners and key stakeholders.

PROJECT EVALUATION PLAN

The project evaluation plan is an integral part of the QCP. It outlines the elements of project evaluation, the set of quality indicators against which progress and quality of project outputs will be measured, as well as the evaluation mode and the evaluation instruments to be used.

Element	Quality Indicators	Evaluation level	Items to be evaluated
Methodology development	<ul style="list-style-type: none"> ▪ In-depth analysis of the level of internationalisation in higher education, research and innovation in partner countries undertaken ▪ Questionnaire developed 	Internal	<ul style="list-style-type: none"> ▪ Annex 3 of kick-off meeting ▪ Minutes of the discussions ▪ Published methodological materials
Survey and document analysis	<ul style="list-style-type: none"> ▪ Analysis of EU and national policy in education, research, innovation undertaken ▪ Surveys developed and undertaken 	Internal	<ul style="list-style-type: none"> ▪ Annex 3 of study visits ▪ Published analytical materials ▪ Results of interviews ▪ Published e-book of analytical materials
Development of Framework of a Comprehensive internationalization strategy	<ul style="list-style-type: none"> ▪ Internationalisation Action Plans developed and reviewed ▪ PC HEIs reports on piloting of the Action Plans of Internationalisation undertaken ▪ Retraining sessions for PCs HEIs undertaken 	Internal	<ul style="list-style-type: none"> ▪ Draft of Internationalisation Action Plans ▪ PC HEIs reports on piloting of the Action Plans of Internationalisation published ▪ Annex 3 of training courses ▪ Results of training courses published

<p>Tool kits for harmonization of internationalization strategy in higher education, research and innovation in EU and Partner Countries</p>	<ul style="list-style-type: none"> ▪ Tool kits for harmonization of internationalization strategy in higher education, research and innovation in EU and Partner Countries developed ▪ Tool kits reviewed by all partners 	<p>Internal</p>	<ul style="list-style-type: none"> ▪ Final version of “Tool kits for harmonization of internationalization strategy” published ▪ Review of tool kits submitted ▪ Programme and minutes of the methodological workshop published ▪ Annex 3 of methodological workshop
<p>Project Management</p>	<ul style="list-style-type: none"> ▪ Project management plan developed; ▪ Work plan with clear division of tasks and responsibilities between partners and time table produced; ▪ Approved decision-making procedures; ▪ Approved methods and tools of communication between partners; ▪ Satisfaction of Steering Committee with project management plan; ▪ Financial management; ▪ Project events (seminars, meetings, conferences); ▪ Project management reports. 	<p>Internal and external</p>	<ul style="list-style-type: none"> ▪ Annex 1 ▪ Annex 2 ▪ Information collected from project partners ▪ SC mission & working principles produced ▪ Updated Workplan
<p>Coordination and project meetings</p>	<ul style="list-style-type: none"> ▪ Quality of information and communication prior to and at the event; ▪ Participation and contribution at the event; ▪ Respecting the agenda & meeting the goals of the meeting; ▪ Working environment; ▪ Participants have a clear plan of upcoming activities; 	<p>Internal and external</p>	<ul style="list-style-type: none"> ▪ Annex 3 ▪ Minutes of coordinating meetings

	<ul style="list-style-type: none"> ▪ Accommodation, food and social element. 		
Dissemination & exploitation	<ul style="list-style-type: none"> ▪ Development & dissemination of Project Materials, including a Project Book ▪ Development of Project Website ▪ Dissemination events organized, including the Final conference ▪ Collaboration agreements between partners signed 	Internal and external	<ul style="list-style-type: none"> ▪ Annex 3 ▪ Annex 4 ▪ Annex 6 ▪ Published Project Book ▪ Project marketing package published ▪ Number of publications in the press and social media ▪ Number of visitors to the project events ▪ Number of visitors on the project website ▪ Number of collaboration agreements signed
Quality Control	<ul style="list-style-type: none"> ▪ Developed and approved quality plan ▪ Evaluation by Quality Control Committee ▪ External evaluation independent experts ▪ Peer-review and consultations with the relevant Tempus & Erasmus + KA2 projects 	Internal and external	<ul style="list-style-type: none"> ▪ Annex 5 ▪ Quality Control plan ▪ Quality control and management reports ▪ Mid-term evaluation and final evaluation reports ▪ External evaluation reports and recommendations



EVALUATION FORMS - TEMPLATES

Annex 1 – Work packages and deliverables

Annex 2 – Project meetings/events

Annex 3 – Project communication tools

Annex 4 – Progress of the project

Annex 5 – Impact of the project