

***Strengthening university autonomy and increasing
accountability and transparency of Western Balkans
Universities (STAND)***

WP 6. QUALITY PLAN

Kick off Meeting

3-5 March, 2021

International Business College Mitrovica

Quality Plan

- Work package 6
- Leader: SEEU, UNIZG, IBC-M, POLIS
- Participants: **All SMARTEL HEIs**
- Start date: 15.01.2021 End date 14.01.2024

WP6

Quality Plan

A6.1 Development of the Quality Assurance Monitoring Plan

A6.2 Meeting of the Committee for Quality Assurance

A6.3 Internal Quality Monitoring

A6.4 External Audit and Evaluation Report

A6.5 Mid-term quality report

A6.6 Final quality report

Quality Plan

Committee for Quality Assurance

organizes qualitative reviews to be conducted twice per year by each WP and by Partner institutions.

prepares evaluation reports for the Project Management Board (PMB),

PMB notifies all the partners on the issues related to project quality

Quality Plan Timeline

Development and adoption
of **Quality Assurance
Monitoring Plan (WP 6.1)**
deadline: 30.03.2021.

Organisation of **CQA
meetings (WP 6.2)**: 1st
Meeting (05.06.2021; 2nd
Meeting (05.02.2022); 3rd
Meeting (05.03.2023); 4th
Meeting (05.11.2023).

**Internal Quality Monitoring
(WP 6.3)** during the whole
time of project
implementation

Guiding the process of
External Audit and Evaluation
Report (WP 6.4.) 14.01.2024

Mid-term quality report (WP
6.5) 15.01. 2022

Final quality report (WP 6.6)
before 14.01.2024.

Quality Plan

Project Manager

in charge of the documentation and record keeping for all activities of the Project.

All reports will be kept in Coordinating institution as a part of its contractual obligations

the implementation of the above mentioned will be closely monitored

Document: Quality Control Plan

Draft Content Proposal

- Regulation of the duties and responsibilities of the CQA,
- Regulation of the quality of presentation of project results – development of templates for all types of project-generated documents,
- Definition of the content of quality-related reports,
- Mapping between tangible and intangible indicators of progress and the planned ways of their measurement, in accordance with the project LFM,
- Methodology for internal evaluation of project results,
- Mechanisms of project risk management,
- Content of the annual CQA Reports, their dissemination plan, and the corrective actions foreseen,
- Guidelines for external evaluation of pedagogical approaches and learning platform proposals, and dissemination plan,
- Methodology to monitor and measure dissemination & exploitation success, and
- Methodology to monitor and measure project impact.

Define the exact title of the document: Strategy, Manual, Guide, or...?

Self Assessment Reports

per each WP,
Annex 1

for each
partner, Annex
2

Review of
deliverables,
Annex 3

Work Progress
Summary
Report Form,
Annex5

KPIs and
performance
measures,
Annex6