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QUALITY ASSURANCE PLAN

of the Project “CHANGE IN CLASSROOM: PROMOTING INNOVATIVE TEACHING & LEARNING TO ENHANCE STUDENT LEARNING EXPERIENCE IN EASTERN PARTNERSHIP COUNTRIES” (PRINTeL)

Quality control and monitoring (QC&M) of the project implementation oversees the tasks necessary to ensure that the project is running within the scope, on time, and of expected quality. Internal as well as external quality mechanisms are functioning.

The Lead Partner (LP) for QC&M is the KU Leuven and it takes care of quality implementation and reporting. The project coordinator along with KU Leuven carries out semi-annual monitoring of all project activities. After each training, seminar/workshop or study visit post-event feedback surveys of participants are conducted to check the effectiveness and ensure further improvement. Drawing on the results of semi-annual monitoring reports are produced reflecting on both the progress and accomplishments as well as existing shortcomings and problems followed by specific suggestions/recommendations. The monitoring reports are presented to the project work groups and WP Lead Partners concerned for their follow up.

A Quality Evaluation Committee (QEC) is established consisted of per one representative of each EU partner. The QEC conducts quality review of the completed Work Package (WP) deliverables. Particularly, training materials, brochures and the teacher handbook to be developed, conducted training

sessions, workshops, seminars and study visits, technology-enhanced training classrooms, multimedia content building studios and the VATL portal with its functionality, etc. to be established will be subject for quality evaluation/review. The QEC will produce a quality report for each WP. For this purpose, the indicators assigned to each WP deliverables in the project LFM will be applied. The reports will reflect on the quality of respective WP deliverables and highlight any shortcomings together with suggestions on how they should be remedied. The reports will be disseminated amongst all consortium partners to ensure their engagement in the improvement processes and will be discussed at the consortium coordination meetings.

After the end of each project year project quality audit will be carried out by the external expert with the aim to evaluate the progress and interim or final results. The expert will produce annual audit reports highlighting the areas for further improvement and/or inclusion in forthcoming activities. The reports will be presented and discussed at the consortium coordination meetings.

The abovementioned QC&M mechanisms combine the following mid- and long-term monitoring approaches and tools for quantitative and qualitative information gathering and analysis:

- Quantitative and qualitative data gathering on participants of trainings, workshops/seminars, study visits and coordination meetings,
- Feedback surveys of the participants of trainings, workshops/seminars, study visits and coordination meetings followed by producing evaluation reports,
- Reports per Work Packages reflecting the achievements & gaps and providing recommendations for enhancement,
- Minutes of coordination meetings with decisions on the actions and responsibilities for their implementation,
- Annual monitoring revealing the actual state of affairs per PC partner and allowing further enhancement,
- Project Interim report providing a good background for stocktaking and improvement.

The following QC&M activities and the timelines are scheduled for the project:

N	Planned QC&M activities	QC&M output indicators	Timeline
1	Establishment of project QC&M bodies by the project consortium	<ul style="list-style-type: none"> • Lead partner for QC&M • Quality Evaluation Committee (QEC) 	Feb 2018 Mar 2018
2	Internal semi-annual monitoring and evaluation of project activities by LP for WP.5	<ul style="list-style-type: none"> • 6 semi-annual monitoring reports 	Jun & Dec 2018 Jun & Dec 2019 Jun & Oct 2020
3	Quality review of WP deliverables by QEC	<ul style="list-style-type: none"> • 5 Quality reports for the WPs 1,2,3,4 & 6 	As per WP completion
4	Annual external quality audit by external evaluator	<ul style="list-style-type: none"> • 3 annual Audit reports 	Jan 2019 Jan 2020 Oct 2020

The total budget planned for implementation of the project QC&M activities is € 27,986.