

Work package type and ref.nr Title	QUALITY PLAN
	Quality Control and Monitoring

Related assumptions and risks	<p>Assumptions</p> <p>Students will be involved and will support the activities proposed by the project</p> <p>Technical and administration staff will be helpful during the project and will provide the representative of the institution with all required information</p> <p>Top management will be involved in the process of controlling and monitoring the progress of project and be fully supportive</p> <p>The infrastructure and technical support will be cooperative and will give the essential help and support required</p> <p>External audits and Internal quality monitors are available</p>
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	<p>Risks</p> <p>Low interest from private professional sector in the project</p> <p>Lateness due to the complication of paperwork in partner countries</p>
	<p>Quality plan is a type of work that lasts as the project and will be followed and coordinated by the LEIPZIG UNIVERSITY OF APPLIED SCIENCES – HTWK, Germany. The aim is to ensure quality assurance and control monitoring system that complies with the European Association for Quality Assurance in Higher Education (ENQA) standards and guidelines. In order to ensure better sustainability and higher level of confidence from the potential prospective students, the Quality Control and monitoring of this project and its individual activities and Work Packages is carefully prepared, developed and followed.</p> <p>To achieve better quality control and monitoring, the staff hired for performing these duties should be highly qualified for examining the activities' quality and to report precisely about the troubles or problems. The first initiative meeting, the elected members of SC with the PM will select the External Quality Team (EQT) and will clearly explain to them the set of expectations. The team will be formed from two experts from EU institutions that are not involved in the project. On the second meeting in the M3 at the EQT the procedures of Quality Control and Monitoring will be presented to OT and PM.</p> <p>The main aims of the EQT is to assure whether:</p> <ul style="list-style-type: none"> - The new syllabi include the developed intended learning outcomes; - The students and professional representatives from are involved in the syllabi design; - The evaluation of the curriculum and the content of the program are reviewed by all institutions and stakeholders in the project, and whether their suggestions and notes
Description	<p>were taken into consideration;</p> <ul style="list-style-type: none"> - The specific requirements and needs of individual institution have been taken into consideration; - Resources regarding teaching and lecturing to teachers and students are available; - The Universities authorities and Higher Education Ministry have adopted the new designed program and courses; - The students' progress is positive. <p>At the level of each partner institution, an Internal Team for Quality Control and Monitoring will be formed with the aim to prepare all needed intermediate reports and present them to the EQT, SC and PM. The Internal Quality Control and Monitoring team is comprised of one Assistant Professor, one student, and one expert and representative of the Industry. Financial reports are part of the intermediate reports (every 6 months), and will be also prepared by the team and presented to EQT, SC and PM.</p> <p>In the Meetings of Coordination, the reports of EQT and Internal Quality Control and Monitoring team will be discussed by the SC and PM in order to determine potential problems and resolve them.</p> <p>All reports prepared by the External team and intermediates reports will be discussed at the SC meetings. Based on these reports, potential problems will be identified and solved during the project implementation.</p>

Tasks	QPLN 6.1 Creation of procedures for quality control and monitoring QPLN 6.2 Internal quality control activities QPLN 6.3 External quality assurance activities QPLN 6.4 External financial audit		
Estimated Start Date (dd-mm-yyyy)	01-11-2020	Estimated End Date (dd-mm-yyyy)	01- 08- 2023
Lead Organisation	LEIPZIG UNIVERSITY OF APPLIED SCIENCES – HTWK Leipzig, Germany		
Participating Organisation	All institutions		
Costs Please explain the necessary costs for this WP: What travels are necessary? If equipment is requested, explain why it is required. If subcontracting is necessary, explain why the task cannot be performed by the partner.	Total Costs (EUR): 68,888.00 1. Staff Costs: 34,088.00 EUR 2. Travel Costs: 6,840.00 EUR Each year of the project, the EQT will visit the partner institutions and make a report that will include the evaluation of the individual progress of each. They will visit each partner institution in the M12, M24 and M35. 3. Costs of Stay: 12,960.00 EUR 4. Subcontracting Costs: 15,000.00 EUR External financial audit		