



**INTERNAL QUALITY ASSURANCE SYSTEM FOR AGRICULTURE AND BIOSYSTEM  
ENGINEERING RELATED HEI OF ALGERIA (QUALS) 598176-EPP-1-2018-1-LT-EPPKA2-  
CBHE-JP**

---

## **QUALITY ASSURANCE PLAN**

---

## factsheet

**Project Number:** 598176-EPP-1-2018-1-LT-EPPKA2-CBHE-JP

**Project Acronym:** QUALS

**Project Title:** INTERNAL QUALITY ASSURANCE SYSTEM FOR AGRICULTURE AND BIOSYSTEM ENGINEERING RELATED HEI OF ALGERIA (QUALS)

**Title of Deliverable:** Quality Assurance Plan

**Due date according to contract:**

**Editor(s):** *Silvija Mockaitienė, Danutė Maziliauskienė*

**Contributor(s):** EMU  
ENSA  
ENSH  
ENSB

**Reviewer(s):**

**Approved by:** All Partners

**Abstract:** This report outlines the Quality Assurance plan to be followed for the overall duration of the project. More specifically, the plan initially identifies the actions to be implemented and the most appropriate means to accomplish it.

**Keyword List:** Dissemination, dissemination activities, dissemination material, website, logo, leaflet, poster

## Consortium

	<i>Role</i>	<i>Name</i>	<i>Short Name</i>	<i>Country</i>
1.	Aplicant Organisation Coordinator	Vytautas Magnus University	VMU	Lithuania
2.	Partner Organisation	Estonian Life Science University	EMU	Estonia
3.	Partner Organisation	National Higher Education School of Agronomy	ENSA	Algeria
4.	Partner Organisation	National Higher Education School of Hydraulic	ENSH	Algeria
5.	Partner Organisation	National Higher Education School of Biotechnology	ENSB	Algeria

## Revision History

<i>Version</i>	<i>Date</i>	<i>Revised by</i>	<i>Reason</i>
V01	21/03/2019	VMU	First complete version
V01	21/05/2019	VMU	Review of circulated version
V01	29/06/2019	VMU, ENSA, ENSH, ENSB	Feedback on document
V1	30/6/2019	VMU	Final editing and submission
V2	30/03/2021	VMU	Updated version

**Statement of originality:**

This contains original unpublished work except where clearly indicated otherwise.

**Disclaimer**

This project has been funded with support from the European Commission. This deliverable reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

---

## Contents

FACTSHEET.....	2
CONSORTIUM .....	3
REVISION HISTORY .....	3
I.AIMS AND OBJECTIVES.....	5
2.SPECIFIC OBJECTIVES OF THE PROJECT.....	5
3.QUALITY MONITORING WITH RESPECT TO MAJOR MILESTONES AND INDICATORS.....	6
4.QUALITY MONITORING WITH RESPECT TO BENCHMARKS AND OUTCOMES.....	7
5.QUALITY MONITORING WITH RESPECT TO BUDGET AND COST EFFECTIVENESS.....	9
6.MANAGEMENT OF QUALITY ASSURANCE AND MONITORING .....	10
7. QUALITY CONTROL AND ASSURANCE PROBLEM REPORTING .....	11
Quality Control Log.....	11
Quality Assurance Log.....	11

## I. AIMS AND OBJECTIVES

Quality management assures the quality of the project deliverables and the quality of the processes used to manage and create the deliverables.

The present Plan provides an overview of the main Quality Assurance (QA) procedures set up by the QUALS project consortium. QA will measure and assure the quality of the project's processes and outputs.

The quality of the QUALS project is to a large extent guaranteed by the quality of the partners, as well as the quality of the work plan. However, a close monitoring of the project quality at different stages of its implementation is felt to be crucial for its success.

The Plan therefore provides a framework against which both partners and target groups can formally check the quality of the different elements of the QUALS project. It describes the main guidelines and minimum criteria for smooth operational project management, as well as the various tasks related to quality assurance, and covers internal and external quality assurance processes. The Plan was approved by the project members General Assembly (GA).

Results derived from this Plan will be used by the QUALS Project manager, coordinator and the project team to improve where possible.

It is important to stress that along with project partnership comes a set of responsibilities, which are described in detail in both the project application and the Partnership Agreements. It is expected that all project partners have good knowledge and understanding of both documents.

The Vytautas Magnus University (project coordinator), is responsible for ensuring the compliance with the QA Plan by all partners.

## 2. SPECIFIC OBJECTIVES OF THE PROJECT

The *specific objectives of QUALS project* are:

1. To develop internal quality assurance system (IQAS) within recipient HEI based on European and international standards;
2. To build adequate capacity of recipient HEI to implementing IQAS;
3. To prepare recipient HEI for external evaluation by the Algerian Ministry of Education;
4. To contribute to the national policy of quality assurance in higher education.

The *ways in which the situation* set out under the previous section (Part E) *will be changed*, described by specific objectives, as follows:

**Objective 1.** Project is offering new institutional capacity in internal quality assurance system within recipient HEI. This capacity did not exist. It will be developed by local Algerian experts previously trained in European partner institutions, thus the ownership of results will be ensured. The European experience and the guidance by European experts will guarantee the modern system results implemented.

**Objective 2.** Activities will be based on transfer of European experience for local staff during training sessions in European universities and following update of skills in real case situations in implementing and testing the quality assurance system at home institutions.

**Objective 3.** The Algerian partner institutions will get the guidance and piloting in preparing self-evaluation reports and external pilot evaluation by the sub-contracted European evaluation institution, like it could be the EUA<sup>1</sup>, institutional Evaluation Programme (IEP), which is listed on the European Quality Assurance Register for Higher Education and is a full member of the European Association for Quality Assurance in Higher Education.

**Objective 4.** The exploitation of project results will include transferring of project recommendations to national policy makers in higher education contributing to the national policy and methodology of quality assurance in HEI in Algeria.

### 3.QUALITY MONITORING WITH RESPECT TO MAJOR MILESTONES AND INDICATORS

Milestone number	Milestone name	Related Work Package(s)	Estimated date	Indicators	QA Monitoring actions
MS1	Project start	WP1, WP4, WP5	01-03-2019	<ul style="list-style-type: none"> <li>- Successful project start, all beneficiaries engaged and staff recruited, kick-off meeting held and legal requirements finalised.</li> <li>- Communication structure and infrastructure is set (1)</li> </ul>	Internal review by Project manager and GA
MS2	The IQAS prepared	WP2	01-11-2020	<ul style="list-style-type: none"> <li>- Experts trained. IQAS developed at each recipient HEI, including all documents and procedures (3)</li> </ul>	<p>Internal periodic review (each 6 months)</p> <p>External expert review of IQAS at partner institutions with recommendations</p>
MS3	The IQAS implemented by testing	WP3	01-05-2022	<ul style="list-style-type: none"> <li>- IQAS implemented and tested (test report) at each HEI by local and European partners (3)</li> </ul>	Test reports reviewed and approved internally by GA

<sup>1</sup> European Universities Association

MS4	The pilot external evaluation concluded	W3	01-05-2022	<ul style="list-style-type: none"> <li>- Self-assessment reports prepared (3).</li> <li>- The evaluation report prepared (1).</li> <li>- Lessons and recommendations discussed with recipients</li> </ul>	<p>Internal self-evaluation reports monitored by institutional coordinators</p> <p>External pilot institutional evaluation (ENSA) by subcontracted agency experts</p> <p>Internal review and discussing external experts' recommendations</p>
MS5	Outcomes validated	WP4-WP5	15-11-2022	<ul style="list-style-type: none"> <li>- Recommendations delivered to the stakeholders and agreed upon (1)</li> <li>- The integrated set of recommendations for efficient sustainability delivered(1)</li> </ul>	<p>External expert(1) review and advice on quality of recommendations</p>

## 4.QUALITY MONITORING WITH RESPECT TO BENCHMARKS AND OUTCOMES

Benchmarks/Outcomes	Indicators	Source information of	QA Monitoring actions
<p><b>Outcome 1.1.:</b> Problematic in target country regarding quality assurance identified</p> <p><b>Outcome 1.2.</b> Development of IQAS structured</p> <p><b>Outcome 1.3.</b> Project equipped for further activities</p>	<p>1.1. Reports prepared</p> <p>1.2. Plan document completed</p> <p>1.3. Installation documents (lot)</p>	<p>1.1. Reports</p> <p>1.2. Plan document</p> <p>1.3. Installation documents</p>	<p>Internal monitoring and reviews</p>
<p><b>Outcome 2.1.</b> Capacity for IQAS elaboration developed (at each Algerian HEI)</p>	<p>2.1. Individual training reports</p> <p>2.2. Set of documents prepared</p>	<p>2.1. Individual training reports</p> <p>2.2. Set of documents</p>	<p>Training &amp; Events</p> <p>Evaluation questionnaires (ex-post)</p> <p>Internal monitoring and reviews</p>

<p><b>Outcome 2.2.</b> IQAS available for implementation in each Algerian partner institution</p> <p><b>Outcome 2.3.</b> Capacity for IQAS implementation developed (at each Algerian HEI)</p> <p><b>Outcome 2.4.</b> IQAS operational at each recipient HEI</p>	<p>2.3. Individual training reports 2.4. Test report prepared</p>	<p>2.3. Individual training reports 2.4. Test report</p>	<p>External expert review of IQAS documents at partner institutions with recommendations</p>
<p><b>Outcome 3.1.</b> Capacity for self-assessment preparation at each Algerian HEI</p> <p><b>Outcome 3.2.</b> Algerian HEI prepared for external evaluation</p> <p><b>Outcome 3.3.</b> Recipient HEI evaluated, lessons discussed and shared among partners</p>	<p>3.1. Individual training reports prepared 3.2. Self-assessment report document available 3.3. Evaluation report completed</p>	<p>3.1. Individual training reports 3.2. Self-assessment report document 3.3. Evaluation report</p>	<p>Training &amp; Events Evaluation questionnaires (ex-post) Internal self-evaluation reports monitored by institutional coordinators</p> <p>External pilot institutional evaluation (ENSA) by subcontracted agency experts</p> <p>Internal review and discussing external experts' recommendations</p>
<p><b>Outcome 4.1.</b> Key stakeholders have information about project activities.</p> <p><b>Outcome 4.2.</b> Key stakeholders informed of activities, results available for media and wider audience.</p> <p><b>Outcome 4.3.:</b> Results available for implementation by national policies</p>	<p>4.1. Plan document prepared 4.2. D&amp;E tools implemented 4.3 D&amp;E implemented</p>	<p>4.1. Plan document (number) 4.2. D&amp;E tools reported 4.3D&amp;E report</p>	<p>Internal review and approval by members GA:</p> <ul style="list-style-type: none"> <li>- Dissemination Plan</li> <li>-Web site;</li> <li>-Dissemination material;</li> <li>-Dissemination events &amp; reports;</li> <li>-Final conference programme &amp; report;</li> </ul>
<p><b>Outcome 5.1.</b> Institutional and financial project sustainability assured, project indicators achieved.</p> <p><b>Outcome 5.2.</b> Feedback of assessment results to</p>	<p>5.1. Report document available 5.2. Report chapter available 5.3. Meetings minutes available</p>	<p>5.1. Report document 5.2. Report chapter 5.3. Meetings minutes</p>	<p>Internal review:</p> <ul style="list-style-type: none"> <li>-Partnership Agreement;</li> <li>-Progress report to EACEA;</li> <li>-Final report to EACEA.</li> </ul> <p>External Auditing of :</p> <ul style="list-style-type: none"> <li>-Final report to EACEA.</li> </ul>



project activities and sustainability <b>Outcome 5.3.</b> Project results, outcomes and impact achieved.			
---	--	--	--

## 5. QUALITY MONITORING WITH RESPECT TO BUDGET AND COST EFFECTIVENESS

*It is expected the project outputs and outcomes would be achieved in the most economical way and on time:*

- *Most of activities are coordinated with the recipient HEI with possibility of some saving of costs on travel and subsistence. The mobilities due to global pandemic to be substituted by on-line trainings with savings on budget.*
- *Local experts employed in most of tasks to prepare the studies and working on IQAS development with guiding from Programme Countries partners.*
- *Distributing tasks by using unit costs allows distributing activities and resources among partners in the most efficient way.*
- *Partners use most of own resources except some subcontracting needed for document translation between English and French and external institutional evaluation by subcontracted European evaluation institution, which is European University Association.*

*Principles of budget allocation amongst partners:*

- *Partner countries are beneficiaries therefore the 2/3 of budget are allocated to beneficiary partners while roughly 1/3 - to partners of Programme countries.*

*Arrangement for financial management:*

- *Coordinating partner (VDU) is responsible for efficient financial management.*
- *Separate project accounts open at Coordinating partner (VDU) and each of partners.*
- *Financial administrative staff appointed at Coordinating partner (VDU) and each of partners.*
- *All financial transactions among partners agreed upon and follow the ERASMUS guide. The request of pre-financing is being submitted with interim report.*
- *Real cost based expenditures (for equipment, sub-contracting) are being paid by invoicing upon costs incurred.*
- *Financial reporting and accounting is the responsibility of Coordinating partner (VDU) and each partner for the allocated expenditures.*

*Co-financing:*

- *Partners have planned co-financing of overheads of 25% from direct allocated costs. These will be covered from partners own institutional resources.*

## 6. MANAGEMENT OF QUALITY ASSURANCE AND MONITORING

*Quality assurance is generally considered as part of quality management which focuses on providing confidence that quality requirements will be fulfilled. It is achieved with the help of audit control internal mechanisms internal to the consortium for the deliverables, appropriate corrective and preventive actions and a set of quantitative quality measures.*

**Internal Reviews.** *The Internal Review includes review with respect to two aspects: technical and quality. The WP leaders and the Project Manager are responsible to conduct internal technical reviews to the deliverables before reporting, while the quality review is conducted by the Project Manager.*

*The Project Manager is responsible to assign two (2) additional reviewers in each deliverable from experts of European partners*

*Technical aspects of the project documentation will be reviewed in order to ensure that all technical information is consistent to:*

- *Current state-of-the-art and recent technological and methodological level*
- *Project objectives, previous project results and specifications*
- *From a quality point of view, the project documentation will be reviewed against the following criteria:*
- *Format of the document according to the document template.*
- *Consistency with previous relevant documentation.*
- *Identification and correction of typing/ syntax mistakes, etc.*

*In case of IQAS, the respective review will be conducted during the testing procedures. The Project Manager is responsible for the verification and validation of the testing results signing a testing report.*

The internal review will also include:

- (a) meeting reports
- (b) feedback forms for internal evaluation (level of satisfaction, challenges faced, recommendations for improvement)
- (c) travel reports (official EACEA form)
- (d) financial reporting forms (timesheets + staff declarations – official EACEA forms)

External Quality assurance mechanisms (participatory process) will include:

Testing of outputs (ex-ante). Target groups will be involved directly in the testing of the outputs prior to dissemination. In particular, Internal Quality unit staff at partner institutions will test the outputs of the IQAS.

Training & Events Evaluation questionnaires (ex-post) will be distributed to target groups at the end of each training week/dissemination event, to assess their satisfaction and gather feedback and possible suggestions for improvement.

In addition to the above, Ex-post QA will aim at measuring the impact of project outputs on target beneficiaries. In May 2021 and March 2022, a questionnaire will be sent out to staff having participated in the training weeks to assess to what extent the information provided/knowledge developed during the events was put into practice.

During the final conference at the end of the project , a similar questionnaire will be distributed to participating staff.

An international external evaluator will be selected, based on competitive call, to evaluate the project. He/she will participate in the last two partners Board and GA meetings and will draft an evaluation report. The final report will assess the overall effectiveness and first impact of the project.

An independent auditor will be selected, to evaluate the final financial report before submitting to the EACEA.

## 7. QUALITY CONTROL AND ASSURANCE PROBLEM REPORTING

The following logs will be used to itemize, document and track to closure items reported through qualitymanagement activities.

### Quality Control Log

Exception ID Number	Review Dat	Output/Deliverable Reviewed	Findings	Resolution	Resolution Date

### Quality Assurance Log

Exception ID Number	Review Dat	Output/Deliverable Reviewed	Findings	Resolution	Resolution Date